

PASADENA UNIFIED SCHOOL DISTRICT



Parent/Student Handbook

2015 – 2016

PASADENA UNIFIED SCHOOL DISTRICT

351 South Hudson Avenue
Pasadena, California 91109
(626) 396-3600 FAX (626) 795-5309
<http://www.pusd.us>



PASADENA UNIFIED SCHOOL DISTRICT

BOARD OF EDUCATION

351 South Hudson Avenue
Pasadena, California 91109
(626) 396-3600
FAX (626) 795-5309

Board Meeting Location

Elbie J. Hickambottom Board Room
Education Center
351 South Hudson Avenue
Pasadena, CA 91101

Board Members

Elizabeth Pomeroy Seat #5
Board President
pomeroy.elizabeth@pusd.us

Kim Kenne, Seat #1
Board Vice President
kenne.kim@pusd.us

Roy Boulghourjian, District #2
Clerk
boulghourjian.roy@pusd.us

Adrienne Ann Mullen, District #3
mullen.adrienneann@pusd.us

Patrick Cahalan, District #4
chalan.patrick@pusd.us

Larry Torres, Seat #6
torres.larry@pusd.us

Scott Phelps, District #7
phelps.scott@pusd.us

Board Liaison

Diane Orona
orona.diane@pusd.us

OFFICE OF THE SUPERINTENDENT

August 2015

Dear PUSD Family:

Welcome to the 2015-2016 school year! We know the beginning of the school year is always an exciting time and we provide this handbook to you as a tool to ensure your child's success in school this year.

This year we are excited to build upon our success in the implementation of the Common Core State Standards which will impact the way students learn and teachers teach. The emphasis in our classrooms will be on connecting our curriculum to the real-world and helping our students become more creative thinkers and better problem solvers. The 4 C's of creativity, collaboration, communication and critical thinking are woven into instruction and campus life.

We could not do the work we do without the support of our families. Thank you for partnering with us to ensure your child has a successful school year! We encourage you to stay informed about your child's school life and academic progress by getting to know your child's teachers and visiting campus whenever possible. Make sure your child comes to school **on time** and ready to learn **every day**. We also encourage you to take advantage of the resources available in schools and at district offices to support parents/guardians so that you, in turn, can support your child's education. Finally, we know that our families are busy so we encourage you to stay connected with us by signing up for email and text alerts. Text "pusdnews" to 888777 to receive information about PUSD schools.

This guide is intended to be a road map for students and their parents/guardians through the 2015-2016 academic year. Please become familiar with the laws and regulations that govern PUSD and public education in California. Carefully review this handbook and return the signed forms to your school's office. If something is unclear, I urge you to seek clarification from school and/or district staff.

We look forward to an exciting and successful school year together.

Sincerely,

Brian McDonald, Ed.D.
PUSD Superintendent of Schools

DISTRICT OFFICE TELEPHONE DIRECTORY

TOPIC	OFFICE	PHONE	EXTENSION
After School & Summer School	Pasadena LEARNS	(626) 396-3600	Ext. 88310
Attendance & Safety	Child Welfare, Attendance & Safety	(626) 396-3600	Ext. 88230
Buses	Transportation	(626) 396-3850	Ext. 89238
Cafeterias	Nutrition/Food Services	(626) 396-5852	-----
Career & Technical Education	Multiple Pathways & ROP	(626) 396-3600	Ext. 88422
Community Engagement & Media Relations	Communications Department	(626) 396-3600	Ext. 88190
Donations	Pasadena Educational Foundation	(626) 396-3600	Ext. 88350
Elementary Schools	Elementary Instruction	(626) 396-3600	Ext. 88217
Facilities, Planning, Construction, Maintenance & Operations	Chief of Facilities, Planning, Construction, Maintenance & Operations	(626) 396-5850	Ext. 89196
Families in Transition	Student Support Services	(626) 396-3600	Ext. 88250
Finance	Chief Financial Officer	(626) 396-3600	Ext. 88151
Gifted Student Programs	Gifted & Talented Programs (GATE)	(626) 396-3600	Ext. 88460
High Schools	High Schools, College & Career Pathways	(626) 396-3600	Ext. 88423
Human Resources	Chief of Human Resources	(626) 396-3600	Ext. 88776
Immunizations	District Clinic	(626) 396-3600	Ext. 88240
Instructional Policy & Programs	Chief Academic Officer	(626) 396-3600	Ext. 88087
Language Assessment	Support Services – LADD	(626) 396-3600	Ext. 88280
Middle Schools	Instructional Services	(626) 396-3600	Ext. 88216
Nursing, Health Clinic	Health Programs	(626) 396-3600	Ext. 88240
Open Enrollment, Permits & Transfers	Office of Permits and Records	(626) 396-3600	Ext. 88340
Parent & Community Engagement	Family Resource Center	(626) 396-3600	Ext. 88190
Pre-School Program	Early Childhood Programs	(626) 396-5762	Ext. 10092
Safety & Emergency Preparedness	Emergency Services	(626) 396-3600	Ext. 88501
School Mental Health	PUSD Mental Health Program	(626) 396-5920	-----
Special Education	Special Education	(626) 396-3600	Ext. 88600
Student Athletics	Instructional Services	(626) 396-3600	Ext. 88216
Student Discipline	Child Welfare, Attendance & Safety	(626) 396-3600	Ext. 88230
Student Records/Transcripts	Office of Permits and Records	(626) 396-3600	Ext. 88340
Student Testing	Technology, Assessment & Accountability	(626) 396-3600	Ext. 88900
Technology & Telecommunications	Technology, Assessment & Accountability	(626) 396-3600	Ext. 88900
Television Station	KLRN -TV 64	(626) 396-3600	Ext. 88260
Translations Services	Translations	(626) 396-3600	Ext. 88283
Volunteers	Family Resource Center	(626) 396-3600	Ext. 88191

KEY TO CODE AND REGULATION SECTION ABBREVIATIONS

<i>Abbreviation</i>	<i>Complete Title</i>
EC	California Education Code
5 CCR	Title 5, California Code of Regulations
HSC	California Health and Safety Code
PC	Penal Code
VC	Vehicle Code
WIC	California Welfare and Institutions Code
34 CFR	Title 34, Code of Federal Regulations
40 CFR	Title 40, Code of Federal Regulations
USC	United States Code
FERPA	Family Educational Rights and Privacy Act

SCHOOL DIRECTORY

ELEMENTARY SCHOOLS

School	Address	Telephone
Altadena Elementary	743 E. Calaveras St., Altadena 91001	(626) 396-5650
Cleveland Elementary	524 Palisade St., Pasadena 91103	(626) 396-5670
Don Benito Fundamental Elementary	3700 Denair St., Pasadena 91107	(626) 396-5870
Field Elementary	3600 Sierra Madre Blvd., Pasadena 91107	(626) 396-5860
Franklin Elementary	527 W. Ventura St., Altadena 91001	(626) 396-5640
Hamilton Elementary	2089 Rose Villa St., Pasadena 91107	(626) 396-5730
Jackson STEM Dual Language Magnet Academy	593 W. Woodbury Road, Altadena 91001	(626) 396-5700
Jefferson Elementary	1500 E. Villa St., Pasadena 91106	(626) 396-5710
Longfellow Elementary	1065 E. Washington Blvd., Pasadena 91104	(626) 396-5720
McKinley School K-8	325 S. Oak Knoll Ave., Pasadena 91101	(626) 396-5630
Madison Elementary	515 Ashtabula St., Pasadena 91104	(626) 396-5780
Norma Coombs Elementary	2600 Paloma St., Pasadena 91107	(626) 396-5660
Roosevelt Elementary	315 N. Pasadena Ave., Pasadena 91103	(626) 396-5770
San Rafael Elementary	1090 Nithsdale Rd., Pasadena 91105	(626) 396-5790
Sierra Madre Elementary	141 W. Highland Ave., Sierra Madre 91024	(626) 396-5890
Washington Elementary STEM Magnet	1520 N. Raymond Ave., Pasadena 91103	(626) 396-5840
Webster Elementary	2101 E. Washington Blvd., Pasadena 91104	(626) 396-5740
Willard Elementary	301 S. Madre St., Pasadena 91107	(626) 396-5690

MIDDLE SCHOOLS (6-8)

School	Address	Telephone
Eliot Arts Magnet Academy	2184 N. Lake Ave., Pasadena 91001	(626) 396-5680
Sierra Madre Middle School	160 N. Canon, Sierra Madre 91024	(626) 396-5910
Washington STEAM Magnet Academy	1505 N. Marengo Ave., Pasadena 91103	(626) 396-5830
Wilson Middle School	300 S. Madre St., Pasadena 91106	(626) 396-5800

HIGH SCHOOLS (6-12)

School	Address	Telephone
Blair IB 6-12	1201 S. Marengo Ave., Pasadena 91106	(626) 396-5820
Marshall Fundamental 6-12	990 N. Allen Ave., Pasadena 91104	(626) 396-5810

HIGH SCHOOLS (9-12)

School	Address	Telephone
John Muir High School	1905 Lincoln Avenue, Pasadena 91103	(626) 396-5600
Pasadena High School	2925 E. Sierra Madre Blvd., Pasadena 91107	(626) 396-5880
Rose City High School	351 S. Hudson, Pasadena 91101	(626) 396-5620
Center for Independent Study (CIS)	2925 E. Sierra Madre Blvd., Pasadena 91107	(626) 396-5883

SPECIAL SCHOOLS

School	Address	Telephone
Focus Point Academy	119 W. Palm, Altadena, 91001	(626) 396-5950
Medical Home Schooling	351 S. Hudson Ave, Pasadena 91109	consult school nurse

STUDENT CALENDAR 2015-2016

August 18, 2015	Beginning of First Semester/First Day for Students
September 7, 2015	Labor Day Holiday
August 26, 2015 - October 1, 2015	Back to School Nights (check with your school for date and time)
October 16, 2015	Pupil Free Day - Parent/Teacher Conferences for Elementary and Middle Schools - Professional Development for High Schools
November 11, 2015	Veteran's Day Holiday
November 23-27, 2015	Thanksgiving Recess
December 18, 2015	Last Day of First Semester - Shortened Day for (Elementary and Middle Schools Only)
December 21, 2015 – January 1, 2016	Winter Recess
January 4, 2016	Return from Winter Recess – First Day of Second Semester
January 18, 2016	Martin Luther King, Jr. Holiday
February 12, 2016	Lincoln's Birthday Holiday
February 15, 2016	Presidents Day Holiday
March 14-18, 2016	Spring Recess
March 30 – May 25, 2016	Open House
March 31, 2016	Pupil Free Day: Teacher Staff Development Day
May 30, 2016	Memorial Day Holiday
June 2, 2016	Last Day of Student Attendance (Shortened Day)
June 3, 2016	Last Day of Teacher Services (Pupil Free Day)

TABLE OF CONTENTS

Board of Education and Letter from Superintendent	1
District Office Telephone Directory	2
School Directory	3
Student Calendar	4
Table of Contents	5
Attendance	6
Calendar	7
Child Abuse Reporting.....	7
Civility	8
College Admission & Higher Education	8
Community and Parent Involvement	9
Complaints	12
Counseling	13
Custody Concerns	14
Enrollment.....	14
Facilities	16
Foster and Homeless Youth	17
Health Related.....	17
Instructional Programs	19
No Child Left Behind.....	20
Nondiscrimination.....	20
Nutrition.....	21
Parental Exception Waiver Option - English Learners	21
Safety	23
Section 504.....	23
Special Education.....	23
Student Records	26
Student Testing	27
Student Testing Schedules	28
Standards of Student Conduct.....	29
Student Discipline Guidelines.....	35
Substance Abuse Policy	40
Mandatory Impact.....	42
Surveys.....	42
Technology Safety Acceptable Use Policy for Students.....	43
Victim of Violent Crime	44
Approved List of Pesticides.....	45

ATTENDANCE

Absence from school, regardless of the reason, limits your child's educational opportunities and can negatively affect his/her grades, academic achievement, promotion, graduation, self-esteem, and future employment.

The Pasadena Unified School District urges parents to make sure their children attend school regularly and to schedule medical and other appointments *after school or during school holidays*. The district also asks that travel or other absences be avoided during the time school is in session. The higher the district's daily attendance rate, the more a student will learn and the greater the amount of funding that the district will receive from the state for classroom instruction and academic programs. The school calendar is designed to minimize problems for families by planning vacations around traditional holiday periods, thereby minimizing student absences.

Pasadena Unified School District participates in the Abolish Chronic Truancy (ACT), School Attendance Review Board (SARB), and District Attorney Mediation processes. Students who are habitually truant (as defined by California Education Code 48262) or excessively absent from school may be referred to the above-mentioned processes. Schools shall consider excused absences greater than 20% over a period of two months as excessive (approximately 10 days per school year). Often students who are referred to ACT, SARB, or DA Mediation may only be excused from school by a physician or school personnel.

Moreover, you should know that PUSD no longer receives state funding for students who have excused absences. The State is able to withhold funding from our district for all absences. If your child is well and can attend school, please encourage regular attendance. Truancy is an absence without a valid excuse. The City of Pasadena and the County of Los Angeles have all enacted ordinances which address school trancies. These ordinances make it unlawful for minors who are subject to compulsory education laws to be in any unsupervised place without parent/guardian or other responsible adult between the hours of 8:30 am and 1:30 pm. Minors may be cited and fined.

If you know in advance that your child will be absent for **5 or more consecutive days**, please contact the office of your school no fewer than three (3) days prior to the planned absence. We can provide an opportunity for your child to receive assignments and credit for work completed through an Independent Study Agreement.

SCHOOL ABSENCES

Following an absence, a student is required to bring a written excuse from home when returning to school. Illnesses are identified by EC 48205; doctor and dental appointments are considered excused absences. **Absences without a written excuse are recorded as unexcused. Written excuses must include:**

- The absent pupil's name
- The name and signature of the person who wrote the note (and relationship to the pupil if other than parent/guardian)
- The date of the note
- The date of the absence to which the note refers
- The reason for the absence (example: fever, vomiting, flu, stomach ache, etc.)

COMPULSORY ATTENDANCE—EC 48200

A minor between the ages of 6 and 18 years is subject to compulsory education and, unless exempted, must enroll in the school district in which the residence of either the parent or legal guardian is located.

EXCUSE FROM SCHOOL FOR CONFIDENTIAL MEDICAL SERVICES—EC 46010.1

School authorities may excuse any pupil in grades 7-12 from school for the purpose of obtaining confidential medical services without the consent of the pupil's parent or guardian.

EXCUSED ABSENCES—EC 46014, and 48205

Pupils, with the written consent of their parents or guardians, may be excused from school in order to participate in religious exercises or to receive moral or religious instruction.

No pupil shall have his or her grade reduced or lose academic credit for any excused absence or absences, if missed assignments and tests that can reasonably be provided are satisfactorily completed within a reasonable period of time.

- (a) Notwithstanding Section 48200, a pupil shall be excused from school when the absence is:
 - (1) Due to his or her illness.
 - (2) Due to quarantine under the direction of a county or city health officer.
 - (3) For the purpose of having medical, dental, optometric, or chiropractic services rendered.
 - (4) For the purpose of attending the funeral services of a member of his or her immediate family, so long as the absence is not more than one day if the service is conducted in California and not more than three days if the service is conducted outside California.

- (5) For the purpose of jury duty in the manner provided for by law.
 - (6) Due to the illness or medical appointment during school hours of a child for whom the pupil is the custodial parent.
 - (7) For justifiable personal reasons, including, but not limited to, an appearance in court, attendance at a funeral service, observance of a holiday or ceremony of his or her religion, attendance at religious retreats, attendance at an employment conference, or attendance at an educational conference on the legislative or judicial process offered by a nonprofit organization when the pupil's absence is requested in writing by the parent or guardian and approved by the principal or a designated representative pursuant to uniform standards established by the Governing Board.
 - (8) For the purpose of serving as a member of a precinct board for an election pursuant to Section 12302 of the Elections Code.
 - (9) For the purpose of spending time with a member of the pupil's immediate family who is an active duty member of the uniformed services, as defined in EC § 49701, and has been called to duty for, is on leave from, or has immediately returned from deployment to a combat zone or combat support position. Absences granted pursuant to this paragraph shall be granted for a period of time to be determined at the discretion of the superintendent of the school district.
- (b) A pupil absent from school under this section shall be allowed to complete all assignments and tests missed during the absence that can be reasonably provided and, upon satisfactory completion within a reasonable period of time, shall be given full credit therefor. The teacher of the class from which a pupil is absent shall determine which tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the pupil missed during the absence.
 - (c) For purposes of this section, attendance at religious retreats shall not exceed four hours per semester.
 - (d) Absences pursuant to this section are deemed to be absences in computing average daily attendance and shall not generate state apportionment payments.
 - (e) "Immediate family," as used in this section, has the same meaning as that set forth in Section 45194, except that references therein to "employee" shall be deemed to be references to "pupil."

TARDINESS

Students should be encouraged to be prompt as part of their training. They are expected to be at school on time. If students are late, they should bring an excuse from home to the school office. Frequent tardiness without a valid excuse may be considered truancy under state law.

TRUANCY—EC 48260(a), 48261, 48262 & 48263

A student is considered truant **after three absences or three tardies of more than 30 minutes each time or any combination thereof** and the absences or tardies are unexcused. After a student has been reported as a truant three or more times in a school year and the district has made a conscientious effort to meet with the family, the student is considered a habitual truant. A student who is absent from school without a valid excuse for 10% or more of the school days in one school year, from the date of enrollment to the current date, is considered a chronic truant. Unexcused absences are all absences that do not fall within EC 48205. The text of EC 48205 is provided on page 6-7.

ARREST OF TRUANTS/SCHOOL ATTENDANCE REVIEW BOARDS – EC 48263 AND 48264

The school attendance supervisor, administrator or designee, a peace officer, or probation officer may arrest or assume temporary custody during school hours of any minor who is found away from his/her home and who is absent from school without valid excuse within the county, city or school district. A student who is a habitual truant may be referred to a School Attendance Review Board (SARB).

CALENDAR (E.C. §48980(C))

Includes a schedule of minimum days and pupil-free staff development days. If additional days are scheduled thereafter, the Governing Board shall notify parents and guardians of the affected pupils as early as possible, but not later than one month before the scheduled minimum or pupil-free day.

CHILD ABUSE REPORTING—PC 11164- 11174.3

The Pasadena Unified School District is committed to protecting all students in its care. All employees of the District are considered mandated reporters, required by law to report cases of child abuse and neglect whenever there is reasonable suspicion abuse or neglect has occurred. District employees may not investigate to confirm a suspicion.

All complaints must be filed through a formal report, over the telephone, in person, or in writing, with an appropriate local law enforcement agency (i.e., Police or Sheriff’s Department, County Probation Department, or County Welfare

Department/County Child Protective Services). Both the name of the person filing the complaint and the report itself are confidential and cannot be disclosed except to authorized agencies.

Parents and guardians of students also have a right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. Complaints may be filed with the local law enforcement agency; you may also notify the District of an incident by contacting the Office of Human Resources at the school district office.

Child abuse does not include an injury caused by any force that is reasonable and necessary for a person employed by or engaged in a school:

1. To stop a disturbance threatening physical injury to people or damage to property;
2. For purposes of self-defense;
3. To obtain possession of weapons or other dangerous objects within control of a student;
4. To exercise the degree of control reasonably necessary to maintain order, protect property, protect the health and safety of pupils, and maintain proper and appropriate conditions conducive to learning.

CIVILITY

SCHOOL DISRUPTION—EC 32210

Any person who willfully disturbs a public school or a public school meeting is guilty of a misdemeanor and may be punished by a fine of not more than \$500.

Pasadena Unified School District is committed to keeping schools free from disruption and to keeping unauthorized persons from entering school grounds. Members of the PUSD staff will treat parents and other members of the public with respect and expect the same in return. The District is committed to maintaining an orderly educational and administrative environment. The Civility Policy of PUSD promotes mutual respect, civility and orderly conduct among District employees, parent and the public. This policy is not intended to deprive any person of his/her right to freedom of expression, but only to maintain, to the extent possible and reasonable, a safe, harassment-free workplace for our students and staff. BP 1313(a)

California Penal Code 415 states that fighting, loud noises or offensive words shall be punished by imprisonment in the county jail for a period of not more than 90 days, a fine of not more than \$400, or both such imprisonment and fine. Additionally, PC 415.5 provides various penalties for any person who unlawfully disturbs the peace of a school and is not a registered student or lawful employee.

COLLEGE ADMISSION REQUIREMENTS AND HIGHER EDUCATION INFORMATION

Education Code 51229 requires that each school year, as part of the annual notification, a school district offering any of grades 9 to 12 provide the parent or guardian of each student enrolled in any of those grades a one-page written notice that includes all of the following:

- 1) A brief explanation of the college admission requirements.
- 2) A list of the current UC and CSU websites that help students and their families learn about college admission requirements and list high school courses that have been certified by UC as satisfying the requirements for admission to UC and CSU.
- 3) A brief description of what career technical education is, as defined by the California Department of Education (CDE).
- 4) The Internet address for the portion of the website of the CDE where students can learn more about career technical education.
- 5) Information about how students may meet with school counselors to help them choose courses that will meet college admission requirements and/or enroll in career technical education courses.

The State of California offers community colleges, California State Universities (CSU), and Universities of California (UC) for students who wish to continue their education after high school.

In order to attend a community college, you need only be a high school graduate or 18 years of age. In order to attend a CSU, you have to take specific high school courses, have the appropriate grades and test scores, and have graduated from high school. Test scores are not required if your GPA is 3.0 or above. In order to attend a UC, you must meet requirements for coursework, GPA, and test scores, rank in the top four percent at a participating high school, or qualify by examination alone. You may also transfer to a CSU or UC after attending a community college. For more information on college admission requirements, please refer to the following web pages:

www.ccco.edu — This is the official website of the California Community College system. It offers links to all of the California Community Colleges.

www.assist.org — This interactive site provides course transfer information for students planning to transfer from a California Community College to a CSU or UC.

www.csumentor.edu — This extensive online site offers assistance to students and their families on the CSU system, including the ability to apply online and links to all CSU campuses.

www.universityofcalifornia.edu — This massive website offers information regarding admissions, online application, and links to all UC campuses.

Students may also explore career options through career technical education. These are programs and classes offered by a school that are specifically focused on career preparation and/or preparation for work. The programs and classes are integrated with academic courses and support academic achievement. Students can learn more about career technical education by referring to the following webpage: www.cde.ca.gov/ds/si/rp.

You may meet with a school counselor to choose courses at your school that will meet college admission requirements, enroll in career technical education courses, or both. Please contact the **Office of College & Career Pathways at (626) 396-3600, ext. 88423**, for additional information.

COMMUNITY AND PARENT INVOLVEMENT

The Pasadena Unified School District formally partners with the City of Pasadena, the City of Sierra Madre, the City of Altadena, and community organizations for Collaborate PASadena, a partnership that strengthens ties and aligns, and links mutual resources so that children in the community grow up in a safe, stable and supportive environment that prepares them for success in school and life.

Through Collaborate PASadena, PUSD is committed to meaningfully engaging diverse stakeholders for shared accountability and to align resources to ensure the desired outcomes for the children and families served by district schools. To learn more about Collaborate PASadena and join the conversation for collective action, go to www.CollaboratePASadena.org or contact the PUSD Office of Communications, Parent & Community Engagement at 626.396.3606.

PARENTAL INVOLVEMENT

The Governing Board of the Pasadena Unified School District recognizes that parents/guardians are children's first and most influential teachers and that continued parental involvement in the education of children contributes greatly to student achievement and a positive school environment.

In order to engage parents/guardians positively in their children's education, the Superintendent or designee shall ensure that the District and/or schools:

- Help parents/guardians develop parenting skills and provide home environments that support their children's academic efforts and their development as responsible members of society;
- Inform parents/guardians that they can directly affect the success of their children's learning and provide them with techniques and strategies they may use to improve their children's academic success and help their children in learning at home;
- Initiate consistent and effective communication between the home and the school. Parents/guardians shall be informed when and how to help their children in order to support classroom learning activities.
- Provide training to staff on strategies and approaches to effectively reach out to, communicate with, and work with parents as equal partners.
- Promote training that fosters effective and culturally sensitive communication with the home, including training on how to communicate with non-English speakers and how to give parents/guardians opportunities to assist in their children's academic learning, both at school and at home;
- Encourage parents/guardians to serve as volunteers in the schools, attend school performances and school meetings, and participate in site councils, advisory councils, and other activities in which they may undertake governance, advisory, and advocacy roles.
- Procedures for joining or being appointed to those organizations shall be clearly communicated to the parents/guardians.

The Superintendent or designee shall develop procedures that assist schools to plan and implement effective parental involvement activities. At all schools, a written policy shall be developed with the participation of parents/guardians and distributed to them, describing how parental involvement requirements specified in law will be carried out. The policy shall be updated periodically to meet the changing needs of parents/guardians and the school.

The Superintendent or designee, with the involvement of parents/guardian, shall annually assess the effectiveness of the district's parental involvement policy and programs and revise them if necessary. He/she shall identify barriers to greater participation by parents and determine what action, if any, needs to be taken to increase parental involvement.

PUSD Parent & Community Engagement

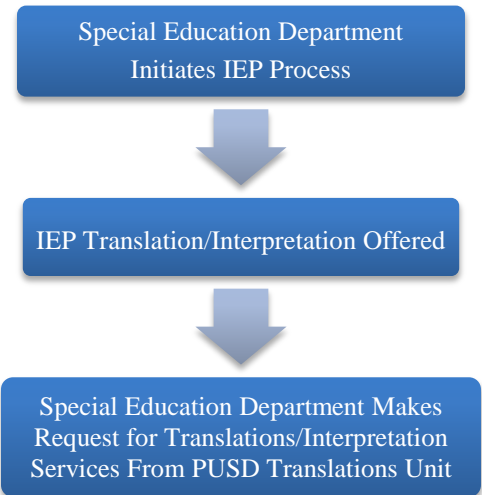
PUSD's central parent engagement office, the Family Resource Center, fosters partnerships between families and schools focused on supporting student learning. To get information about parent classes, professional development resources for teachers and school staff, and about PUSD's parent leadership programs, go to www.gopUSD.com/families or visit the Family Resource Center at 351 S. Hudson Ave., Room 121, Pasadena, or contact us at 626.396.3606, familycenter@pusd.us.

Copies of the PUSD Parental Involvement Policy may be obtained from your school's office or the Family Resource Center, located at **351 S. Hudson Ave. Room 121, Pasadena, CA 91109**, and at www.gopUSD.com/families.

TRANSLATION SERVICES

Pasadena Unified School District offers translation and interpretation services in a number of languages including Spanish, Armenian, Korean, Mandarin, and ASL. Please contact the principal's office at your child's school if you need translation/interpretation for a meeting, event, or document related to your child's education.

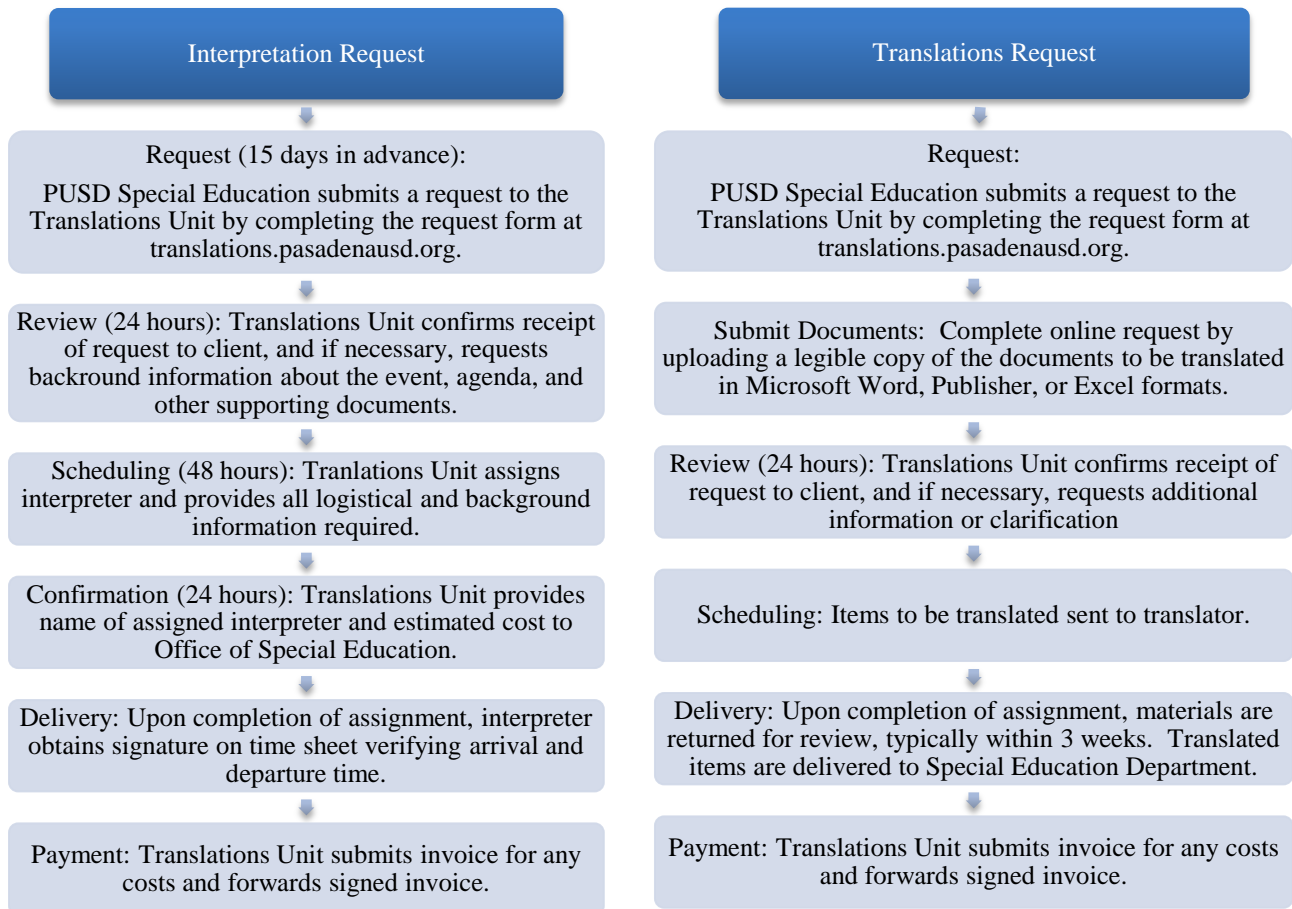
To ensure parents are aware of translation and interpretation services, signage in a variety of languages with instructions on how to request translation services is in the main office of every school and district facility. Principals are instructed to inform their staff that a parent does not have to be of limited English proficiency in speaking, reading, writing and comprehending English in order to be considered eligible for translation assistance but, rather, that it is only necessary that a parent be limited in at least one of these areas in order to receive language assistance as needed. Principals are instructed to inform their staff that, in general, a parent's assertion that he or she needs language assistance is sufficient without additional corroboration.



Contract translators used by the Pasadena Unified School District (PUSD) are required to have translation experience and undergo regular professional development. The job posting for PUSD translators is as follows: Three (3) years of experience in preparing translations to and from the foreign language is required. Education may be substituted for up to two (2) years of the required experience on the basis of thirty (30) semester units with course work in English and/or the foreign language, including basic language skills (grammar, syntax, punctuation, etc.) being equal to one (1) year of full-time experience.

Education: Possession of an Associate of Arts (AA) degree or equivalent from an accredited college or university with course work in English and/or the foreign language, including basic language skills (grammar, syntax, punctuation, etc.) is required; possession of a Bachelor degree from an accredited college or university with course work in English and/or the foreign language, including basic language skills (grammar, syntax, punctuation, etc.) is desirable.

As part of the hiring process, translators are interviewed and tested in a panel interview about their knowledge of both English and non-English languages in written and oral form.



The district provides translation/interpretation training that is mandatory for both contract translators as well as certified bilingual employees. Topics that are part of the training include:

- Special Education Terminology
- A Primer on Special Education Laws and IDEA
- Proper Etiquette and Code of Ethics When Performing Translation/Interpretation
- How to Handle Online Documents Such as IEP's for Translation
- The Need to Maintain Confidentiality
- Training in Software used for Written Translation
- Instruction on Performing Simultaneous and Consecutive Translation
- Sensitivity Training when Working with Special Needs Students and their Parents
- Verification of Proper Knowledge of Both English and Other Languages
- The importance of translating in its entirety what is said and/or written during an IEP or other situation requiring translation.

VOLUNTEERS

Volunteers are an integral part of our community and our schools who inspire and serve students and schools to do better, to learn and explore careers in STEM, the arts, and business. If you enjoy helping children, supporting quality education, and are available on a consistent basis, please consider being a volunteer. For a copy of the district's updated volunteer policy, visit www.pusd.us. For more information on how you can help, contact the volunteer coordinator at your child's school or the Family Resource Center at 626.396.3600 ext. 88191

COMPLAINTS

UNIFORM COMPLAINT PROCEDURES—5 CCR 4600, et al., & EC 32289

Pasadena Unified School District is primarily responsible for compliance with federal and state laws and regulations and has adopted the Uniform Complaint Procedure (UCP) to address complaints and non-compliance. The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge.

The District shall investigate and seek to resolve complaints at the local level using the policies and procedures adopted by the District's Governing Board as the Uniform Complaint Procedures, which are described below. These procedures shall be used when addressing complaints alleging unlawful discrimination acts on the basis of actual or perceived characteristics associated with the following: sex, sexual orientation, gender, ethnic group identification, race, ancestry, national origin, religion, color or mental or physical disability, or failure to comply with state and/or federal laws in adult education, consolidated categorical aid programs, career/technical education, American Indian education, migrant education, vocational education, child care and development programs, child nutrition programs and special education programs.

The District's Compliance Officer is: **Chief Human Resources Officer, 351 S Hudson Ave, Pasadena, CA 91109; (626) 396-3600 ext. 88776**. The Superintendent or designee shall make available copies of the district's uniform complaint procedures free of charge. The District UCP Complaint Form and further information about the UCP process can be obtained at www.pusd.us, the District office, and the office of each school within the District.

Level 1: Filing of a Complaint

Any student, parent, or other individual may file a written complaint with the District presenting the basis upon which he or she believes they have been discriminated against, or the reason why the District may be out of the compliance with federal or state laws. The complainant may file a written complaint regarding an alleged discriminatory incident within six months of when the alleged discrimination occurred, or within six months of the date the complainant first learned of the alleged discrimination. The District may extend the period for filing up to ninety days for good cause.

The complaint can be filed by (1) someone who personally suffered unlawful discrimination, or (2) by someone who believes an individual or a class of individuals was subjected to unlawful discrimination. The complainant may use an advocate to assist with the filing of the complaint and presentation of evidence. If the complainant is unable to put the complaint in writing due to conditions such as disability or illiteracy, the school district shall assist the complainant in the filing of the complaint.

Level 2: Investigation of Complaint

The District Compliance Officer will make all reasonable efforts to investigate the complaint by reviewing relevant documents and interviewing all witnesses with information pertinent to the complaint. The Compliance Officer will allow the complainant and District/School representatives to submit evidence, witness statements, and further provide relevant information about the complaint.

If the complainant refuses to cooperate with the investigation, the complaint may be dismissed due to lack of evidence. If the District/school site refuses to cooperate with the investigation, this may result in a finding that a violation occurred and a remedy is due in the complainant's favor. The investigation of a discrimination complaint will be conducted in a manner that protects the confidentiality of the parties. No party shall be subjected to retaliation for participating in the complaint investigation, and any alleged retaliation will be promptly investigated and addressed.

Within 60 days from the District's receipt of the complaint, the District will issue a written report of findings to the complainant. The report will summarize the steps taken to investigate the complaint, state the District's conclusion as to whether discrimination occurred, explain the reasons for the conclusion, and describe any corrective actions that will be taken. The written decision will also include a description of how to appeal the decision to the California Department of Education. The District may extend the period of time to issue its findings if it obtains a written agreement to extend time from the complainant.

The CDE may directly intervene in the complaint without waiting for action by the district when one of the conditions listed in 5 CCR 4650 exists, including cases in which the District has not taken action within 60 days of the date the complaint was filed with the District.

If a district is found to have violated a State or Federal law and/or regulation, and the District does not take corrective action to comply, then various civil remedies may be available. Nothing in this policy precludes a complainant from pursuing available civil law remedies outside of the district's complaint procedures. Unlawful discrimination complaints may be directly filed with the U.S. Department of Education, Office for Civil Rights.

Level 3: Appeal to the California Department of Education

If a complainant is dissatisfied with the District's investigation or conclusions regarding his or her complaint, the complainant may file an appeal of the District's decision by sending a written appeal to the California Department of Education. The appeal must be sent within 15 days of receiving the District's decision. The appeal must describe why the decision is being appealed, whether the District correctly reviewed the facts, and/or whether the law was misapplied. The appeal must include a copy of the original UCP complaint and a copy of the District's decision.

Contact Persons for Programs and Services Covered by the UCP

These persons are knowledgeable about the laws and programs they have been assigned to investigate.

Programs	Contact	Telephone
National School Lunch Program	Mr. Ralph Peschek	(626) 396-5850 x 89397
Consolidated Categorical Aid, including the following: <ul style="list-style-type: none">• California Professional Development• Economic Impact Aid• Improving America's School Act, Title I and Title VI• School Based Coordinated Improvement	Dr. Meg Abrahamson	(626) 396-3600 x 88478
Special Education	Mr. Jerell Hill	(626) 396-3600 x 88600
Vocational Education	Dr. Marisa Sarian	(626) 396-3600 x 88429
Non Discrimination Requirements And Civil Rights Guarantees	Mr. Jose Alarcon	(626) 396-3600 x 88777

For additional general information on uniform complaint procedures, contact **Complaints Management Services Unit, California Department of Education, P.O. Box 944272, Sacramento, CA 94244-2720; Telephone (916) 319-0929.**

WILLIAMS MODIFIED UNIFORM COMPLAINT PROCESS—EC 35186

Every school must provide sufficient textbooks and instructional materials. Every student, including English learners, must have a textbook, instructional materials, or both, to use in class and to take home. School facilities must be clean, safe, and maintained in good repair. There should be no teacher vacancies or misassignments. Intensive instruction services shall be provided to pupils who have not passed one or both parts of the California High School Exit Examination (CAHSEE) after the completion of grade 12. The Pasadena Unified School District's established Uniform Complaint Procedure (see 5 CCR 4600 notification above) with modifications, as necessary, shall be used to identify and resolve any deficiencies related to instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils or staff, teacher vacancy or misassignment, and intensive instruction services provided pursuant to EC 37254. If a school is believed to have deficiencies in these areas, and the school does not take corrective action, then a complaint form may be obtained at the **Principal's Office or at <http://www.pusd.us>**. Parents, students, teachers or any member of the public may submit a complaint regarding these issues. Complaints may be filed with the Principal or the Office of Student Support Services. A complaint may be filed anonymously. A complainant who identifies him- or herself is entitled to a response upon request. If the complaint is beyond the authority of the school principal, he or she must forward it to the appropriate school district official within ten (10) working days of receipt of the complaint. The principal or, where applicable, superintendent or designee shall remedy a valid complaint within a reasonable time period but not to exceed 30 working days from the date the complaint was received. The principal, or where applicable, superintendent or designee, shall report to the complainant the resolution of the complaint within 45 working days of the initial filing, if the complainant identifies himself or herself and has requested a response. A complainant who is not satisfied with the resolution of the principal or the superintendent or designee has the right to describe the complaint to the Governing Board of the District at a regularly scheduled meeting of the Board of Education. With respect to a complaint involving a condition of a facility that poses an emergency or urgent threat, a complainant who is not satisfied with the resolution offered by the principal, the superintendent or designee, has the right to file an appeal to the Superintendent of Public Instruction within 15 days of receiving the report.

COUNSELING

CAREER COUNSELING & COURSE SELECTION—EC 221.5(d)

Commencing with grade 7, school personnel shall assist pupils with course selection or career counseling, affirmatively exploring the possibility of careers or courses leading to careers based on the interest and ability of the pupil and not on the pupil's gender. Parents or legal guardians are notified so that they may participate in such counseling sessions and decisions.

INVESTING FOR FUTURE EDUCATION- EC48980 (d)

Parents are advised of the importance of investing in future college or university education for their children, and of considering appropriate investment options including, but not limited to, United States Savings Bonds.

CUSTODY CONCERNS

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to his/her child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student release situation which leaves the student's welfare in question will be handled at the discretion of the site administrator or designee. Should any such situation become a disruption to the school, law enforcement will be contacted and an officer requested to intervene. Parents are asked to make every attempt not to involve school sites in custody matters. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency card attempts to pick up a child.

ENROLLMENT

RESIDENCY—EC 48204

A pupil may alternatively comply with the residency requirements for school attendance in a school district, if he or she is any of the following: placed in a foster home or licensed children's institution within the boundaries of the school district, an emancipated pupil who resides within the boundaries of the school district, a pupil who lives in the home of a care-giving adult that is located within the boundaries of the school district, or a pupil residing in a state hospital located within the boundaries of the school district.

Registration for kindergarten begins in the spring. To register a new student for the first time, the following documents must be presented at the school office where the child will begin his or her PUSD academic experience:

- **Child's birth certificate, passport, or baptismal certificate**
- **Proof of current immunizations**
- **Proof of rent/ownership within PUSD boundaries** (one of the following is necessary):
 - Deed of trust
 - Property tax bill
 - Lease agreement
 - Rental payment receipt
- **Utility bill in the parent/guardian's name** (one of the following is necessary):
 - Recent gas bill
 - Recent electric bill
 - Recent water bill
- **Transcripts**--middle & high school students only
- **Recent Report Card**--elementary only
- **IEP** (Individualized Education Program), if applicable

Non-resident families are also welcome to explore PUSD's College & Career Pathways for high school students, Dual Language Immersion Programs in Spanish and Mandarin for elementary school, Magnet schools (Jackson STEM Dual Language Magnet Academy, Washington Elementary STEM, Washington Middle STEAM, Eliot Arts), the International Baccalaureate Programme at Willard Elementary School, Blair Middle and High Schools, or a school convenient to a parent/guardian's employment in the area are all possible options for non-resident students.

Students living outside of Pasadena Unified School District boundaries may apply to attend a PUSD school. Please contact the Office of Enrollment, Permits & Student Records for information at (626) 396-3600, ext. 88340.

OPEN ENROLLMENT—EC 35160.5(b)

The Governing Board shall annually review enrollment options and will strive to offer options that meet the diverse needs and interests of District students.

Students currently residing within District boundaries may apply for enrollment in any District school. The Superintendent or designee shall determine the capacity of each District school and establish a random, unbiased selection process for the admission of students from outside a school's attendance area. No student currently residing within a school's attendance area shall be displaced by a student selecting that school as a choice option (Ed. Code 35160.5). Permit-only schools such as Field Elementary (Dual Language-

Mandarin Chinese), San Rafael Elementary (Dual Language-Spanish) and Marshall Fundamental 6-12 do not have designated areas of attendance.

Information regarding Signature Programs and other special features at each District campus is available in Pasadena Unified School District's *Guide to Schools & Services*. The *First Choice Festival* for families and community members to explore all the options within PUSD is scheduled for October 21, 2015 at the Pasadena Convention Center.

Children of District employees are given a preference in Open Enrollment by application for a limited number of seats, and each fall, enrollment priority enrollment is offered to:

1. Siblings of students already enrolled at a school of choice
2. Willard IB 5th graders transitioning to Blair IB
3. Dual Language 5th graders transitioning to designated dual language middle schools

Note: Students must be pre-registered by the communicated deadline to qualify for priority enrollment; once enrolled, a student does not need to reapply annually.

Tentative Calendar for 2016-17 Open Enrollment (Subject to Change)

Late October-November 2015	Priority Enrollments (See information above.)
January 8-February 1, 2016	Open Enrollment Applications Accepted Online
March 1, 2016	Notification of Open Enrollment Results
March 3-25, 2016	Registration for Students Selected via Lottery
Early April 2016	Late Applications for Second Lottery Accepted
April 29, 2016	2016-17 Open Enrollment Ends
May 2-June 10, 2016	Interdistrict Transfer Requests

Contact the Office of Enrollment, Permits & Student Records, (626) 396-3600, ext. 88340, for additional information or application forms requesting change of attendance.

Visit www.openenrollment.info for Open Enrollment details and updates.

INTERDISTRICT ATTENDANCE—EC 46600

The Pasadena Unified School District grants Interdistrict Transfers out of the District under the guidelines established by BP 5117(a):

1. Complete school year due to change of residence after first month of school year.
2. Remain with class graduating this year from elementary, middle or high school.
3. Changed residence in second semester of junior year; wish to stay through completion of senior year.
- 4- Safety issue.

The Pasadena Unified School District accepts Interdistrict Transfers into the District under the following conditions and may be revoked at any time due to breach of the agreement:

1. The parent/guardian assumes full responsibility for transportation.
2. Falsification of information constitutes grounds for refusal.
3. The transfer is subject to cancellation if classroom becomes overcrowded.
- 4- The student must maintain satisfactory attendance, citizenship and scholarship.
5. No financial obligation shall be incurred by Pasadena Unified School District.
6. Transfer requests related to parent employment are considered as Interdistrict Transfers and are subject to District policy.
7. The school district does not accept permits based on childcare needs.
8. Interdistrict transfers are to be annually renewed.

FACILITIES

PESTICIDES—EC 17612 & 48980.3

The Healthy Schools Act of 2000 requires all California school districts to provide to parents and guardians the approved list of pesticides intended for use for the school year 2015-2016. The State of California Department of Pesticide Regulations' web address is www.cdpr.ca.gov. Click on School IPM Program if you have any questions/concerns regarding Assembly Bill 2260, Healthy Schools Act 2000, or the pesticides listed below. (See attachment included with this notice).

ASBESTOS MANAGEMENT PLAN—40 CFR 763.93

The Pasadena Unified School District has a complete updated management plan for asbestos-containing material in school buildings and the plan is available for perusal. For additional information, please call the **District Service Center at (626) 396-5850**.

TOBACCO-FREE CAMPUS—HSC 104420 & 104495

In accordance with state and federal law, tobacco use is prohibited by all persons on all district facilities and vehicles. This prohibition applies to all employees, students and visitors at any activity or athletic event on any property owned, leased or rented by or from the district. Health & Safety Code Section 104495 further prohibits smoking or use of any tobacco-related products and disposal of any tobacco-related waste within 25 feet of a school playground. The prohibition does not apply to a public sidewalk located within 25 feet of a playground. Information about smoking cessation support programs is available and encouraged for pupils and staff. Contact the **Health Programs office at (626) 396-3600, ext. 88240** for further information and assistance.

RIGHTS OF PARENTS AND GUARDIANS TO INFORMATION - California Education Code 51101

The parents and guardians of pupils enrolled in public schools have the right and should have the opportunity, as mutually supportive and respectful partners in the education of their children within the public schools, to be informed by the school and to participate in the education of their children, as follows:

- (1) Within a reasonable period of time after making the request, to observe their child's classroom(s).
- (2) Within a reasonable time of their request, to meet with their child's teacher(s) and the principal.
- (3) To volunteer their time and resources for the improvement of school facilities and school programs under the supervision of district employees, including, but not limited to providing assistance in the classroom with the approval and under the direct supervision of the teacher.
- (4) To be notified on a timely basis if their child is absent from school without permission.
- (5) To receive the results of their child's performance on standardized tests and statewide tests and information on the performance of their child's school on standardized statewide tests.
- (6) To request a particular school for their child and to receive a response from the school district.
- (7) To have a school environment for their child that is safe and supportive of learning.
- (8) To examine the curriculum materials of their child's class(es).
- (9) To be informed of their child's progress in school and of the appropriate school personnel whom they should contact if problems arise with their child.
- (10) To have access to the school records of their child.
- (11) To receive information concerning the academic performance standards, proficiencies, or skills their child is expected to accomplish.
- (12) To be informed in advance about school rules, including disciplinary rules and procedures, attendance policies, dress codes, and procedures for visiting the school.
- (13) To receive information about any psychological testing the school does involving their child and to deny permission to give the test.
- (14) To participate as a member of a parent advisory committee, schoolsite council, or site-based management leadership team.
- (15) To question anything in their child's record that the parent feels is inaccurate or misleading or is an invasion of privacy, and to receive a response from the school.
- (16) To be notified, as early in the school year as practicable, if their child is identified as being at risk of retention and of their right to consult with school personnel responsible for a decision to promote or retain their child, and to appeal a decision to retain or promote their child.

VISITOR REGISTRATION REQUIREMENTS- PC 627.6

At the entrance to each school and school grounds is posted a notice setting forth visitor registration requirements, hours during which registration is required, the registration location, the route to take to that location, and the penalties for violation of registration requirements.

FOSTER AND HOMELESS YOUTH

FOSTER YOUTH EDUCATIONAL LIAISON—EC 48850

The Pasadena Unified School District's educational liaison will ensure that pupils in foster care receive stable school placements which are in the best interests of the child, placement in least restrictive educational programs, access to academic resources, services, and extracurricular and enrichment activities available to all pupils, full and partial credits for coursework taken, and meaningful opportunity to meet state pupil academic achievement standards. Please contact the **Director of Child Welfare, Attendance and Safety at (626) 396-3600, ext. 88230**, for additional information.

HOMELESS LIAISON—42 USC 11432

The Pasadena Unified School District's homeless liaison will ensure that parents/guardians of homeless pupils are informed of educational and related opportunities available to their children and are provided with meaningful opportunities to participate in the education of their children. Homeless youth have the right to immediate enrollment in his/her school of origin or school where currently residing without proof of residency, immunization records, tuberculosis skin-test results, school records, or legal guardianship papers and the right to education and other services. Circumstances for eligibility may include, but are not limited to, living in a shelter, a motel, hotel, a house or apartment with more than one family because of economic hardship or loss, in an abandoned building, in a car, at a campground, on the street, in temporary foster care or with an adult who is not the youth's guardian, in substandard housing, or with friends or family because the youth is a runaway or unaccompanied youth. For additional information, please call the Assistant Superintendent, **Student Support Programs, at (626) 396-3600, ext. 88470**, for additional information or assistance.

HEALTH RELATED

TEMPORARY DISABILITY—EC 48206.3, 48207, 48208

The school district provides individual instruction (home and hospital) for pupils with temporary disabilities. A pupil with a temporary disability which makes attendance in the regular day classes or the alternative educational program in which the pupil is enrolled impossible or inadvisable, shall receive individual instruction provided by the District in which the pupil is deemed to reside.

A pupil with a temporary disability who is in a hospital or other residential health facility, excluding a state hospital, may be deemed to have complied with residency requirements for school attendance in the district in which the hospital is located. It is the responsibility of the parent or guardian to notify the school district in which the hospital or other residential health facility is located of the presence of a pupil with a temporary disability. Please contact the **Health Programs office at (626) 396-3600, ext. 88240**, for additional information.

NOTICE TO PARENTS REGARDING MEDI-CAL BILLING PROGRAMS IN SCHOOLS—EC 48982

The District, in cooperation with the California Departments of Health Services and Education, has a program to allow the District to be reimbursed with federal Medicaid dollars for selected health services (such as hearing screening, vision screening, and health education) provided to eligible students at school. Paradigm Health Care Services is assisting the District in the billing process. In accordance with program policy, to receive the federal dollars, we must notify parents/guardians that the District may be sharing students' individually identifiable information. School health services currently provided to all students will not be changed by your response or lack of response. Students will not be denied services they require to attend school. Call the **Health Programs Office at (626) 396-3600, ext. 88240** for further information.

IMMUNIZATION—EC 49403 & EC 48216; HSC 120335, 120365 & 120370

Unless a pupil's parent or legal guardian provides the school with an acceptable signed waiver, a pupil must be immunized against certain communicable diseases. Students are prohibited from attending school until the immunization requirements are met. The school district shall cooperate with local health officials in measures necessary for the prevention and control of communicable diseases in school age children. The district may use any funds, property, or personnel and may permit any person licensed as a physician or registered nurse to administer an immunizing agent to any student whose parents have consented in writing

PUSD is in the process of implementing SB 277 which will go into effect for the 2016-17 school year. A separate communication will be sent to parents at a later date.

The district is required to exclude any pupil not properly immunized and to notify the parent or guardian that they have two weeks to supply evidence that the pupil is properly immunized or exempt from immunization requirements. The District shall refer the parent or guardian to usual sources of medical services to obtain immunizations.

State law requires the following immunizations in order to enter or transfer into public schools:

- All **new** students to the Pasadena Unified School District must provide proof of polio, diphtheria, pertussis (whooping cough), tetanus, measles, mumps, and rubella immunizations.
- All TK, kindergarten and first grade students new to the district must also provide proof of a hepatitis B series.
- All kindergarten students must also provide proof of vaccination varicella (chicken pox).
- All seventh grade students must also provide proof of a hepatitis B series and second measles, mumps, and rubella vaccination.
- A tuberculosis Assessment Screening is required for all students entering school for the first time.

All students entering 7th grade will be required to show proof that they have had a Tdap booster vaccine (whooping cough or pertussis) given after the age of 10 years before they will be allowed to register for school.

Starting in 2014, new California law modifies the process for obtaining exemptions to student immunizations based on personal belief. Assembly Bill (AB) 2109 will require documentation that health care practitioners have informed parents about vaccines and diseases.

Please call the district **District Health Clinic at (626) 396-3600, ext. 88180** for information about free or low cost immunizations. Information about a permanent medical exemption or personal beliefs exemption from immunizations for your student is available at www.shotsforschool.org For additional information, contact the **District Health Clinic at (626) 396-3600, ext. 88180** or the **City Health Department at (626) 744-6013**.

MEDICATION REGIMEN—EC 49423, 49423.1 & 49480

Requires parents or guardians of pupils needing daily medication to inform the school nurse or other designated certificated employee the current dosage of the medication and the contact information for the supervising physician. With the consent of the parent or legal guardian of the pupil, the school nurse may communicate with the physician and may counsel with school personnel regarding the possible effects of the medication on the pupil.

Any pupil who is required to take, during the regular school day, medication prescribed for him or her by a physician may be assisted by the school nurse or other designated school personnel or may carry and self-administer auto-injectable epinephrine or asthma medication if the school receives a written statement from the physician detailing the name of the medication, the method, amount, and time schedules by which the medication is to be taken and a written statement from the parent, foster parent, or guardian of the pupil indicating the desire that the district assist the pupil in the matters set forth in the physician's statement. In order for a pupil to carry or self-administer auto-injectable epinephrine or asthma medication, the physician's written statement must include confirmation that the pupil is able to self-administer the medication and the written statement from the parent/foster parent/guardian must consent to the self-administration, provide release for the school nurse or other designated school personnel to consult with the health care provider, and release the school district and school personnel from civil liability if the self-administering pupil suffers an adverse reaction as a result of self-administering medication. The physician's written statements shall be provided at least annually and more frequently if the medication, dosage, frequency of administration, or reason for administration changes.

PARENT'S REFUSAL TO CONSENT—EC 49451

A parent or guardian may file annually with the school principal a written statement, signed by the parent or legal guardian, withholding consent to a physical examination of the pupil. However, whenever there is good reason to believe that the pupil is suffering from a recognized contagious or infectious disease, the pupil shall be sent home and shall not be permitted to return until school authorities are satisfied that the contagious or infectious disease no longer exists.

ORAL HEALTH ASSESSMENT—EC 49452.8

Requires a pupil enrolled in Kindergarten or first grade if the pupil was not previously enrolled in Kindergarten, to no later than May 31 of the school year, present proof of having received an oral health assessment that was performed no earlier than 12 months prior to the date of initial enrollment.

ENTRANCE HEALTH SCREENING—HSC 124085, 124100, 124105 & 120475

State law requires that the parent or legal guardian of each pupil provide the school with documentary proof that the pupil has received a health screening examination by a doctor within 90 days after entrance to first grade. Free health screening is available through the County Health Department or the **Child Health and Disability Prevention (CHDP) clinic at (626) 396-3600, ext.88180**.

INSURANCE PLAN—EC 49471 & 49472

The Pasadena Unified School District does not carry medical, hospital or dental insurance for students should they be injured on school premises while under school jurisdiction or through school-sponsored activities. The district makes available low cost medical/dental insurance plans for parent/guardian consideration. Contact is made directly with the insurance company, and the pupil, his parent or guardian pays for the cost of the insurance.

HEALTH INSURANCE COVERAGE FOR ATHLETICS—EC 32221.5

Under state law, school districts are required to ensure that all members of school athletic teams have accidental injury insurance that covers medical and hospital expenses. Some pupils may qualify to enroll in no-cost or low-cost local, state or federally sponsored health insurance programs. Information about these programs may be obtained by calling the school site and requesting the Student Accident Insurance Letter.

INSTRUCTIONAL PROGRAMS

AVAILABILITY OF PROSPECTUS—EC 49063 & 49091.14

Each school must annually compile a prospectus of the curriculum to include titles, descriptions and instructional goals for every course offered by the school. Please contact the Chief Academics Officer at 626-396-3600 ext. 88087 for a copy of the prospectus.

MORAL OBJECTION TO DISSECTING—EC 32255

Any student with a moral objection to dissecting or otherwise harming or destroying an animal, or any part thereof, must inform his or her teacher of the objection. A note from the student's parent or guardian must substantiate objections. The teacher may work with the student to develop an alternate education project. Questions regarding this issue should be directed to the student's principal.

ADVANCE PLACEMENT EXAMINATION FEES—EC 48980(k) & 52244

Eligible high school students may receive financial assistance to cover the costs of the advance placement examination fees, the International Baccalaureate examination fees, or both. Please contact the **Office of Student Support Programs, (626) 396-3600, ext. 88470**, for information.

HUMAN SEXUALITY & HIV/AIDS EDUCATION—EC 51938

Parents/guardians of students receiving informational instruction regarding Acquired Immune Deficiency Syndrome (AIDS), Sexually Transmitted Disease or Human Sexuality in any of their classes will be informed through written notice of the rights to inspect written and audio visual materials and/or exclude their students in writing from such instruction because of conflict with religious training and/or personal beliefs. At least fourteen days prior to the instruction, parents will receive written notification of the instruction and, if outside organizations or guest speakers will participate in the instruction, the notice will include the date of the instruction and the name of the organization or affiliation of each guest speaker.

Notwithstanding Section 51513, anonymous, voluntary, and confidential research and evaluation tools to measure pupils' health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the pupils' attitudes concerning, or practices relating to, sex may be administered to any pupil in grades 7 to 12, inclusive, if the parent or guardian is notified in writing that this test, questionnaire, or survey is to be administered. The pupil's parent or guardian is given the opportunity to review the test, questionnaire, or survey and to request in writing that his or her child not participate. The school district administers the California Healthy Kids Survey (CHKS) to all students in grades 5, 7, 9, & 11. Parents/guardians may, in writing, request exemption from such instruction or survey. Parents/guardians may request a copy of the Education Code 51930, *et seq.*, from the district office. Additional information about the CHKS and/or preview of the CHKS and/or instructional materials and films can be arranged by calling the **Health Services Department at (626) 396-3600, ext. 88240**.

NOTICE OF ALTERNATIVE SCHOOLS—EC 58501

California State law authorizes all school districts to provide for alternative schools. Section 58500 of the Education Code defines alternative school as a school or separate class group within a school which is operated in a manner designed to:

- 1) Maximize the opportunity for students to develop the positive values of self-reliance, initiative, kindness, spontaneity, resourcefulness, courage, creativity, responsibility, and joy.
- 2) Recognize that the best learning takes place when the student learns because of his/her desire to learn.
- 3) Maintain a learning situation maximizing student self-motivation and encouraging the student in his/her own time to follow his/her own interests. These interests may be conceived by him/her totally and independently, may result in whole or in part from a presentation by his/her teachers, or choices of learning projects.
- 4) Maximize the opportunity for teachers, parents and students to cooperatively develop the learning process and its subject matter. This opportunity shall be a continuous, permanent process.
- 5) Maximize the opportunity for students, teachers, and parents to continuously react to the changing world, including but not limited to the community in which the school is located.

In the event any parent/guardian, pupil, or teacher is interested in further information concerning alternative schools, the county superintendent of schools, the administrative office of this district and the principal's office have copies of the law available for your information. This law particularly authorizes interested persons to request the Governing Board of the District to establish alternative school programs within the district.

GIFTED AND TALENTED EDUCATION PROGRAM—5 CCR 3831

Requires the school district to develop a written plan for the Gifted and Talented Education (GATE) Program and make the plan available for public inspection. The written plan must include the rationale for the district's method of identification of gifted and talented pupils; procedures for ensuring parent participation in recommending policy for planning, evaluating, and implementing GATE program; and procedures for informing parents of a pupil's participation or nonparticipation in the program. For additional information, please contact the **Gifted & Talented Programs, (626) 396-3600, ext. 88460.**

NO CHILD LEFT BEHIND

PARENT NOTIFICATION OF TEACHER QUALIFICATIONS—20 USC 6311, 34 CFR 200.61

Requires the school district to notify the parents/guardians of students attending Title I schools of their right to request information regarding the professional qualifications of their child's teacher(s). Notification must be made by the District at the beginning of the school year, in an understandable and uniform format and, to the extent possible, in a language that the parents/guardians will understand. This Code further requires timely notification whenever a child has been assigned or has been taught for four or more consecutive weeks by a teacher of a core academic subject who does not meet the No Child Left Behind Act teacher qualification requirements.

SCHOOL CHOICE AND SUPPLEMENTAL EDUCATIONAL SERVICES (SES)—20 USC 6316

Requires schools identified for program improvement under the No Child Left Behind Act to promptly notify parents or guardians of students enrolled at the school of the following: (1) An explanation of what the identification means and how the school compares in terms of academic achievement to other elementary or secondary schools in the district and state, (2) the reasons for the identification, (3) an explanation of what the school is doing to address the problem of low achievement, (4) an explanation of what the District or state is doing to help the school address the achievement problem, (5) an explanation of how parents or guardians can become involved in addressing the academic issues that caused the school to be identified for program improvement, and (6) an explanation of the option to transfer to another district school or charter school or to obtain supplemental educational services.

Schools required to provide supplemental educational services must annually notify parents/guardians of (1) the availability of supplemental educational services, (2) the identity of approved providers that are within the District or are reasonably available in neighboring local educational agencies, (3) the identity of approved providers that are accessible through technology, such as distance learning, (4) the services, qualifications and demonstrated effectiveness of each provider, and (5) the procedures and timelines that parents/guardians must follow to select a provider.

NONDISCRIMINATION

Discrimination in education programs and activities is prohibited by state and federal law. Education Code 200, *et seq.*, requires school districts to afford all pupils regardless of gender, gender identity, gender expression, sex, race, color, religion, national origin, ethnic group identification, mental or physical disability, sexual orientation, or the perception of one or more of such characteristics, equal rights and opportunities in education. State law, as provided in EC 221.5, specifically prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color and national origin. Title IX of the Education Amendments of 1972 and Title IV of the Civil Rights Act of 1964 also prohibit discrimination on the basis of gender. The Americans with Disabilities Act and Section 504 of the Vocational Rehabilitation Act of 1973 prohibit discrimination on the basis of disability. The Office for Civil Rights of the U.S. Department of Education has authority to enforce federal laws in all programs and activities that receive federal funds.

The Pasadena Unified School District is committed to providing a safe school environment where all individuals in education are afforded equal access and opportunities. The District's academic and other educational support programs, services and activities shall be free from discrimination, harassment, intimidation, and bullying of any individual based on the person's actual race, color, ancestry, national origin, ethnic group identification, age, religion, marital or parental status, physical or mental disability, sex, sexual orientation, gender, gender identity, or gender expression; the perception of one or more of such characteristics; or association with a person or group with one or more of these actual or perceived characteristics. Specifically, state law prohibits discrimination on the basis of gender in enrollment, counseling, and the availability of physical education, athletic activities, and sports. Transgender students shall be permitted to participate in gender-segregated school programs and activities (e.g., athletic teams, sports competitions, and field trips) and to use facilities consistent with their gender identity. The District assures that lack of English language skills will not be a barrier to admission or participation in District programs. Complaints of unlawful discrimination, harassment, intimidation, or bullying are investigated through the Uniform Complaint Process. Such complaints must be filed no later than six months after knowledge of the alleged discrimination was first obtained. For a complaint form or additional information, contact: **Jose Alarcon, Director of Human Resources, 351 S. Hudson Ave., Pasadena, CA 91109 at (626) 396-3600, ext. 88777.**

NUTRITION

FREE & REDUCED PRICED MEALS—EC 49510 *et seq.* & 49520

Free or reduced-price lunches are available at school for pupils whose parents or legal guardians qualify based on annual household income, and complete the required application form. Application forms may be obtained through your child's school or **Food Services at (626) 396-5852** for information and application.

PARENTAL EXCEPTION WAIVER OPTION – ENGLISH LEARNERS

The district offers four program options for elementary and four program options for secondary English learners (ELs), namely:

Elementary	Sheltered English Immersion (SEI)	English Language Mainstream (ELM)	Primary Language Classroom (PLC)	Dual Language Immersion Program (DLIP)
Secondary	Sheltered English Immersion (SEI)	English Language Mainstream (ELM)	Newcomer Program (NP)	Long-Term English Learner Program (LTEL)

Parent Notification of Instructional Program Option

After the student takes the initial CELDT, the parent must be informed of the instructional program options available to the student, as well as the right to apply for a Parental Exception Waiver. Information on program options is provided orally and in writing, using language and materials designed to be readily understandable by the parent.

To inform the parent of the instructional program options, schools must provide a copy of the *Parent Notification and Placement Form of Student Placement* letter, as well as an opportunity to talk with a certificated staff member regarding details, goals, and key elements of each program option.

Parental Exception Waiver

After receiving the program option information, the parent must also be informed of the right to apply for a *Parental Exception Waiver*. A parent who wishes to place his/her child in an alternative program, one that utilizes instruction in English and another language, must request such a program. The District has established procedures for Parental Exception Waivers, which include prior written and informed consent, an annual request, and a personal visit to the school to apply for the waiver. Parental Exception Waivers forms are available at the LADD office and at every school site upon parent request. The District is committed to providing full descriptions of the different educational programs options, of all the educational opportunities available to the student, and of the educational material to be used in order to help the parent make informed decisions as to the best educational opportunities and services for the child.

Waivers may be requested for the following three categories of students:

Children who already know English

The child already possesses average or above average English-language skills, as measured by standardized test of English vocabulary comprehension, reading, and writing. The child must score at or above the state average for his/her grade level or above the 5th grade average, whichever is lower.

Action Timeline: The principal must document the date of receipt of the completed waiver application and submit the application to the LADD office to recommend approval or denial of the request. The Superintendent of Schools or designee will act upon the waiver request within twenty instructional days of the request being submitted to the site.

Children Ten Years and Older

If the principal and educational staff believe that an alternate course of educational study would be better suited for the child's rapid acquisition of basic English language skills, then the following is the recommended action:

The principal must document the date of receipt of the completed waiver application and submit the application to the LADD office which will review the waiver application and recommend approval or denial of the waiver request. The Superintendent of Schools or designee will act upon the waiver request within 20 instructional days of the request being submitted to the site.

The child has been placed in a Structured English Immersion classroom for a period of at least thirty calendar days and it is the informed belief of the school principal and educational staff that an alternate course of educational study would be better suited to the child's overall educational development due to the child's special physical, emotional, psychological, or educational needs. A written description of the child's special physical, emotional, psychological, or educational needs must accompany the waiver request.

Action Timeline: The principal must document the date of receipt of the completed waiver application and submit the application to the LADD office to recommend approval or denial of the request. The Superintendent of Schools or designee will act upon the waiver request within ten calendar days after the thirty-day placement in Structured English Immersion has ended or within twenty instructional days of submission to the principal, whichever is later.

Waiver Procedures for Parents established by the District:

1. When a student is assessed at the LADD office and is identified as EL, the parent receives an orientation to the District's program options for ELs and the Parental Exception Waiver process. LADD staff explains and gives the parent a written description of the four instructional program options for both elementary and secondary.
2. When an identified EL student is enrolled at a school site, a trained staff member gives the parent/guardian a full description of the instructional program options, the educational materials used, and Parental Exception Waivers. A parent/legal guardian interested in completing the waiver process is referred to the LADD office to complete the waiver process. The parent will be notified that when twenty students or more at a given grade level of the same language receive an approved waiver, the school shall be required to offer such a program; otherwise, students must be allowed to transfer to a school where such a program is available (Cal. Educ. Code §§ 310-313). The parent will be guided through the intra-district or inter-district transfer process when required. The parent must be informed that transportation to another school will not be provided by the District.
3. Requirements for processing a Parental Exception Waiver include the following:
 - Waivers must be requested annually in person by the parent at the school site;
 - The parent must be provided with a full description of the educational materials, educational programs options, and educational opportunities permitted by law;
 - Individual schools must inform the parent and will be required to offer a primary-language class if twenty students or more at a grade level (or two consecutive grade levels) receive waivers. If there are insufficient numbers of students receiving waivers, the schools must allow the students to transfer to a public school where such a class is offered.

All sites must have the following in place:

- Parental Exception Waiver forms;
- A process in place to ensure that the parent understands the three waiver conditions and the right to refuse to consent to a waiver from Structured English Immersion;
- Procedure to ensure that the parent understands the waiver timelines;
- Office procedure for receiving and processing Parental Exception Waivers;
- Procedure for informing the parent of the following in writing:
 - Approval of waiver request and the child's placement, or
 - Reasons for any Parental Exception Waiver denial, including the right to appeal the procedure.

Schools must grant Parental Exception Waivers unless the school principal and educational staff have substantial evidence, such as formal assessment, that the alternative program requested by the parent would not be in the best interest of the overall educational development of the student. If a Parental Exception Waiver is denied, the following must take place in a timely manner:

1. The parent/legal guardian must be provided with a copy of the completed Approval/Denial of Request for Waiver of Structured English Immersion Requirement Form with documentation substantiating the denial (evidence must be provided that approving the waiver would not meet the child's educational needs); and
2. The parent/legal guardian must be informed of the right to appeal to the Board of Education if he/she disagrees with the decision made by the Superintendent of Schools/designee following the process delineated above.

All schools are required to keep a record in a Request Log of the number and the grade level of students whose parents request waivers. The purpose of this log is to maintain a list of parents who have requested an alternative program, to record the number of waivers requested, to provide these parents with information regarding the status of their request, and to be available for review upon request.

**Waiver forms and additional information may be obtained at the school site
or at the LADD Office (PUSD Ed Center, Building B, Room 209)**

SAFETY

COMPREHENSIVE SCHOOL SAFETY PLAN—EC 32288

Each Pasadena Unified School District school site has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available to read at each school office.

BICYCLE HELMET LAW—VC 21212

No person under 18 years of age shall operate a bicycle, a non-motorized scooter, skateboard or wear in-line or roller skates, nor ride as a passenger upon a bicycle, non-motorized scooter, or skateboard upon a street, bikeway, or any other public bicycle path or trail unless that person is wearing a properly fitted and fastened bicycle helmet that meets specified standards.

MEGAN'S LAW—PC 290 et seq.

Information about registered sex offenders in California can be found on the California Department of Justice's website, <http://meganslaw.ca.gov/>. The website also provides information on how to protect yourself and your family, facts about sex offenders, frequently asked questions, and sex offender registration requirements in California.

SAFE PLACE TO LEARN ACT – EC 234 AND 234.1

The Pasadena Unified School District is committed to maintaining a learning environment that is free from discrimination, harassment, violence, intimidation, and bullying based on actual or perceived characteristics set forth in Section 422.55 of the Penal Code and EC 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association with a person or group with one or more of these actual or perceived characteristics. All school personnel who witness an act of discrimination, harassment, intimidation, or bullying must take immediate steps to intervene when safe to do so. Any student who engages in acts of discrimination, harassment, violence, intimidation, or bullying related to school activity or school attendance occurring within a school of the school district may be subject to disciplinary action up to and including expulsion. To report an incidence and/or to receive a copy of the district's antidiscrimination, antiharassment, anti-intimidation, and antibullying policies, please contact **Director of Human Resources, 351 S. Hudson Ave., Pasadena, CA 91109 at (626) 396-3600, ext. 88777.**

WALKING OR RIDING A BIKE TO SCHOOL

Parents of children who walk or ride their bicycles to school are asked to go over a safe route to school with their children. Walkers may not take shortcuts through private property. All children are expected to display good behavior to and from school.

SECTION 504

Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act (42 USC 12101 *et seq.*) prohibit discrimination on the basis of disability. Section 504 requires school districts to identify and evaluate children with disabilities in order to provide them with a free and appropriate public education. Individuals with a physical or mental impairment that substantially limits one or more major life activities, including learning, are eligible to receive services aids designed to meet their needs as adequately as the needs of non-disabled students are met.

Parents or guardians should be informed of the following: the name and contact information of the person designated by the district responsible for implementing Section 504, the screening and evaluation procedures used whenever there is a reason to believe that a student has a disability that limits his or her ability to attend or function at school, the right to a written accommodation plan if the student is found to have a disability that requires services under Section 504, the right of the students to be educated with non-disabled students to the maximum extent appropriate to the student's individual needs, and notice of the procedural safeguards guaranteed by law. Contact the **Office of Child Welfare, Attendance & Safety, (626) 396-3600, ext. 88230.**

SPECIAL EDUCATION

CHILD FIND SYSTEM—EC 56301

The Pasadena SELPA has established written policy and procedures for continuous child find system including children with disabilities who are migrant or homeless or wards of the state and children with disabilities attending private schools. These policies and procedures are found in the Local Plan and Administrative Procedures Manual. The policies and procedures include written notification to all parents of their rights regarding identification, referral, assessment, instructional planning, implementation, review, and procedures for initiating referral for assessments. Contact the **Office of Special Education, (626) 396-3600, ext. 88600,** for additional information.

SERVICES TO ELIGIBLE STUDENTS—EC 56000, 56500.1 & 56506, 20 USC 1400, 28 CRF 35.106, AND INDIVIDUALS WITH DISABILITY EDUCATION ACT (IDEA) 121(a)

Informs parent(s) of the federal law that requires that a free and appropriate education in the least restrictive environment be offered to qualified students with disabilities by the District. In addition, if you require translation/interpretive services for your student's IEP, please contact your student's case carrier at your respective school site. Students with special needs receive an education in PUSD in the Least Restrictive Environment. A continuum of special education and related services are offered to meet students' needs for preschoolers to age 22. A range of services from mainstreaming in general education to self-contained classroom/programs are offered in accordance with the least restrictive environment and are considered per individual need.

If you suspect that your child may have a disability, contact your school site administrator, school psychologist or your child's teacher. Your child's teacher (s) will meet with you to discuss concerns you may have regarding your child's development.

ASSISTIVE TECHNOLOGY

As part of FAPE, assistive technology devices and/or services are made available to a student with a disability at no charge to the family of the student, if required as part of the student's special education program and /or related services, as specified in his/her Individualized Education Program (IEP).

INFANTS AND TODDLERS

Infants and toddlers (students under three years of age) with disabilities are at risk of experiencing a substantial developmental delay if early intervention services are not provided. The District provides early intervention services to infants and toddlers with vision impairments, hearing impairments, and/or severe orthopedic impairments. (Infants and toddlers with other types of disabilities are served through the Regional Center system.) Early intervention includes assistive technology devices and assistive technology services, if they are required for the infant or toddler to benefit from the early intervention. Documentation of the need for assistive technology is made on the student's Individualized Family Service Plan (IFSP). Procedures for assessing and documenting the assistive technology needs of infants and toddlers with disabilities should be generally consistent with the Guidelines for IEP Teams described below.

ASSISTIVE TECHNOLOGY SERVICES

The term Assistive Technology Services refers to any service that directly assists individuals with disabilities in the selection, acquisition or use of an assistive technology device. Such services may include:

- An evaluation of a student's needs in his/her school environment is conducted by qualified persons knowledgeable in the areas of assistive technology
- Identifying procedural adaptations and strategies for instructional activities
- Purchasing, leasing or otherwise providing for the acquisition of assistive technology devices for a student
- Selecting, designing, fitting, customizing, adapting, applying, maintaining, repairing, or replacing of assistive technology devices
- Training or technical assistance for professionals, including individuals providing education and rehabilitation services to a student

An assistive technology device is defined in federal law as:

"any item, piece of equipment, or product system, whether acquired commercially, modified or customized that is used to increase, maintain or improve the functional capabilities of students with disabilities."

Assistive technology devices range from 'low-tech' items such as pencil grips, slant boards and seating wedges, to 'high-tech' items, such as multiple switch controls or voice output system. Alternative Augmentative Communication (AAC) specifically subsumes under Assistive Technology.

The key consideration is that assistive technology serves as a tool for a student to access the curriculum and school environment and assist in independence, be it communication, mobility, or independent skills. Assistive technology can enhance the following areas and include the consideration of:

Participation in the School Curriculum:

- Colored overlays
- Visual structure, including picture symbols, digital photos and picture schedules
- Screen magnifiers
- Braille translation
- Pencil grips, rubber stamps, keyboarding
- Switch adapted toys, switch adapted materials for small and large group activities
- Shared tasks, partial participation
- Word prediction software
- Calculators
- Timers (visual and auditory)
- Social stories, social scripts

Activities of Daily Living:

- Adapted eating utensils
- Dressing aids
- Environment aides for daily living and transfer systems

Vocational Pursuits and Workplace Design:

- Shared work tasks
- Modifications of workstations
- Switch adapted materials/equipment

Computer Access:

- Switches
- Alternative keyboards
- Touch screens
- Arm supports
- Voice recognition software

Seating Positioning and Mobility:

- Canes
- Grab rails
- Lever handles
- Wheelchairs
- Move-n-sit cushion
- Dycem (anti-skid materials)
- Cube chairs
- Communication:
- Picture symbols
- Augmentative communication systems with voice output
- Alternative communication methods such as sign language
- Object and picture schedules

Assistive technology devices and services provided for a student enrolled in the District must be returned to the District upon graduation. If assistive technology devices and services have been provided as part of the student's school program, a determination regarding continued need after graduation must be made by the IEP team. Provisions for non-school support for assistive technology devices and services, after graduation, should be specified as part of the IEP, when appropriate, to assist the student in obtaining such devices and services when he/she leaves school. If a parent, guardian or staff member has questions regarding the equipment, contact a Program Specialist or Program Coordinator in the Special Education Office.

Home Use.

IDEA regulations require that if the IEP team determines that a particular assistive technology device is required for home use in order for the student to achieve the goals and objectives in the IEP, the equipment must be provided for use at home. The IEP team should base its decision for home use only on the educational and instructional activities that need to be completed outside of the school setting. The student's IEP team may not discontinue the authorization for home use of assistive technology for any reason except the determination that the assistive technology is no longer necessary to provide the student with FAPE.

Low Incidence Funding: To be eligible for funding to support specialized books, materials, and equipment as required by a student with a low incidence disability, the following must occur:

- A determination by the IEP team, including the school nurse, that the student has a severe disabling condition. Low incidence disabilities include hearing, vision and orthopedic disabilities, or any combination thereof.
- An assessment conducted by a team consisting of the classroom and/or special education teacher(s) and the appropriate DIS/related services provider(s) for speech, hearing, vision, occupational therapy, or physical therapy.
- Documentation of the determination by the IEP team that specialized equipment(assistive technology) is needed.

All requests for low incidence materials must be processed through the Special Education Department at the District Office.

REFERRAL PROCEDURE FOR ASSISTIVE TECHNOLOGY (AT)

- Teacher or Specialist contacts the Assistive Technology Specialist to discuss student needs which may result in an assessment for AT.
- Special education teacher generates an assessment plan and sends it to the parent.
- Once the signed assessment plan is received, the teacher sends the assessment plan to a Program Coordinator/Program Specialist or the AT Specialist along with pertinent information, which may include:
 - Current psycho educational assessment
 - Speech and language assessment

- o Work samples
- Assistive Technology Specialist reviews the student's file to see if the student has been previously assessed and/or has a low incidence disability.
- Assistive Technology Specialist contacts school site personnel to discuss the following:
 - o Current level of functioning
 - o Fine/gross motor abilities
 - o Academic performance
 - o Cognitive level
 - o Communication skills
 - o Attitude/motivation of the student
 - o Accommodations currently in place
 - o Low/high tech devices the student may already be using
 - o Time/workload accommodations
 - o Staff support currently in place
 - o Student's current schedule (room numbers and times)
- Student assessment
 - o Evaluate ability and interest in methods/material
 - o Document responses
 - o Discussion of possible recommendations
 - o Explanation of follow-up procedures
 - o Write assessment report
- Hold IEP meeting within 60 days of receiving the signed assessment plan to discuss findings and recommendations
- Assistive Technology Specialist and appropriate support providers will meet to discuss:
 - o Staff/student training
 - o Ordering material if necessary
 - o Contacting vendors if necessary
 - o Additional collaboration
- On-going assessment
 - o Functional trials with equipment/software
 - o Relevant staff members receive up to date training on deploying and using the assistive technology
 - o Teacher and AT Specialist documents student's performance to determine effectiveness of the devices/software
 - o Examine data on an ongoing basis and make recommendations for alternatives if the trial was not successful
 - o Staff will contact AT Specialist or Program Coordinator if equipment malfunctions
 - o AT Specialist will have equipment serviced if necessary
- Parents/guardians are notified of what to do and who to contact during their IEP meeting if they have any concerns or problems with the assistive technology or the assistive technology is damaged or lost, they may contact the Special Education Office at 626-396-3600, extension 88600.

For more information, contact the PUSD Special Education Department at (626) 396-3600 ext. 88600.

STUDENT RECORDS - EC 49063, 49069 & 49073, 20 USC 1232 (g) & 7908, FERPA, 5 CCR 431(e), 34 CFR 99.7

CUSTODIAN OF RECORDS

The Executive Director of Educational Services serves as custodian of records, with responsibility for student records at the district level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled. "School officials and employees" are Governing Board members, district certificated employees and district administrators. A "legitimate educational interest" is one held by officials and employees whose duties and responsibilities to the District require that they have access to student records.

RECORDS

A cumulative record, whether recorded by handwriting, print, tapes, film, microfilm or other means, must be maintained on the history of a pupil's development and educational progress. The district will protect the privacy of such records. Parents/guardians have the right to 1) inspect and review the student's educational records maintained by the school, 2) request that a school correct records which they believe to be inaccurate or misleading, and 3) have some control over the disclosure of information from educational records. School officials with legitimate educational interests may access student records without parental consent as long as the official needs to review the records in order to fulfill his/her professional responsibility. Upon request from officials of another school district in which a student seeks or intends to enroll, the district shall disclose educational records without parental consent.

Parents' request to access their student's educational records must be submitted in a written form to the school principal and the school will have five (5) business days from the day of receipt of the request to provide access to the records. The district shall charge a reasonable fee not to exceed the actual cost of reproducing, handling and mailing (if necessary) for copies of student records made available to parents.

Any challenge to school records must be submitted in writing to the school principal. A parent challenging school records must show that the records are 1) inaccurate, 2) an unsubstantiated personal conclusion or inference, 3) a conclusion or inference outside the observer's area of competence, 4) not based on the personal observation of a named person with the time and place of the observation noted, 5) misleading, or 6) in violation of the privacy or other rights of the student. Parents have the right to file a complaint with the United States Department of Education concerning an alleged failure by the district to comply with the provisions of the United States Family Educational Rights and Privacy Act (FERPA) by writing to: **Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., SW, Washington, D.C. 20202-4605.**

MANDATORY ACCESS

The following persons or agencies shall have access to student records: natural parents, adoptive parents, or legal guardians of students younger than age 18, adult students (age 18 or older), or those so authorized in compliance with a court order. The following persons or agencies shall have access to those particular records which are relevant to the legitimate educational interests of the requester: natural parents, adoptive parents or legal guardians of a dependent student age 18 or older, students 16 or older or who have completed the 10th grade, school officials and employees, school attendance and review board members and involved school officials and employees, officials or employees of other public schools or school systems where educational programs leading to high school graduation are provided, federal, state and local officials, as needed for program audits or compliance with law, and/or county child welfare services workers responsible for the case plan of a minor who is being placed in foster care. Upon written request, peace officers designated by their law enforcement agency shall receive information about the transfer of a student's records to another district or private school within the state, or to a district within another state, when authorized by law to assist in suspected kidnapping investigations.

PERMITTED ACCESS

Parental consent is not required when information is shared with other persons within educational institutions, agencies or organizations obtaining access, so long as those persons have a legitimate interest in the information. The district may release information from student records to the following: appropriate persons in an emergency if health and safety are at stake, agencies or organizations in connection with student's application for financial aid, accrediting associations, organizations conducting studies on behalf of educational institutions or agencies, officials and employees of private schools or school systems where the student is enrolled or intends to enroll,. County elections officials may have access to information for the purpose of identifying students eligible to register to vote and offering such students an opportunity to register. For each student's record, the school custodian of records shall keep a log identifying all persons, agencies or organizations requesting or receiving information from the record.

RECORDS RETENTION

The staff reviews records periodically and material no longer required is destroyed in accordance with state law.

STUDENT TESTING SCHEDULES

California Assessment of Student Performance & Progress (CAASPP)

[Including California Standards Tests (CST), Modified Assessments (CMA) & Alternate Performance (CAPA)]

These paper/pencil science tests will be administered to students in grades 5, 8, and 10, from Monday, April 11, 2016 through Friday, May 13, 2016 (Note: These dates are subject to change.)

Smarter Balanced Assessment Consortium (SBAC), Computer-based Testing

In California, all students in grades 3 through 8 and 11 will participate in the 2016 Smarter Balanced tests, which include both ELA and mathematics content areas. These tests are administered online. Tentative SBAC Testing window - Monday, April 4, 2016 through Thursday, June 2, 2016

(Note: These dates are subject to change.)

Advanced Placement Exam Schedule

Monday, May 2, 2016 through Friday May 13, 2016

<http://professionals.collegeboard.com/testing/ap/about/dates/next-year>

Physical Performance Test—EC 60800

Aggregate results of the physical performance testing will be reported in the annual school accountability report card. All 5th, 7th, and 9th grade students are required to participate in the FITNESSGRAM test to the best of their ability.

California High School Proficiency Exam—5 CCR 11523

The California High School Proficiency Exam (CHSPE) is a voluntary test that assesses proficiency in basic reading, writing, and mathematics skills taught in public schools. Eligible pupils who pass the CHSPE are awarded a Certificate of Proficiency by the State Board of Education. A pupil who receives a Certificate of Proficiency may, with verified approval from the parent or legal guardian, leave high school early. The Certificate of Proficiency, however, is not equivalent to completing all course work required for regular graduation from high school. For more information, including administration dates and registration deadlines, visit the following website: <http://www.chspe.net/>.

HIGH SCHOOL EXIT EXAMINATION—EC 48980(e) & 60850, 5 CCR 1208

Each pupil completing the 12th grade will be required to successfully pass the California High School Exit Examination (CAHSEE). Students failing the CAHSEE will not be eligible to receive a high school diploma. Parents or guardians are notified regarding the CAHSEE requirements at commencement of ninth grade, and each year thereafter pursuant to Ed. Code 48980(e), or if the student is a transfer student, at the time the pupil transfers. Passing the CAHSEE for both sections of the exam—English-language Arts and math—is a condition of receiving a high school diploma. A total of eight (8) opportunities to take the CAHSEE are provided during the high school years starting at grade 10: once in grade 10, up to two times in grade 11 and up to five opportunities in grade 12 per school year.

NOTE: Pending legislation and budget authority, the CAHSEE may be suspended in the 2015–16 school year. In accordance with California Education Code Section 60851(d), there will be no July 2015 CAHSEE administration.

California High School Exit Examination (CAHSEE) Tentative Dates

All students must meet local (PUSD) graduation requirements as well as receive passing scores on CAHSEE English Language Arts and math tests to qualify for graduation. (CEC§60851)

Grade 10 Students: (one test opportunity only)
Tuesday, February 2, 2016 English-Language Arts
Wednesday, February 3, 2016 Mathematics

Grade 10 Make-Up: (only students absent for February testing)
Tuesday, May 10, 2016 English-Language Arts
Wednesday, May 11, 2016 Mathematics

Grade 11 Students: (two test opportunities)
Opportunity #1:
Tuesday, November 3, 2015 English-Language Arts
Wednesday, November 4, 2015 Mathematics

Opportunity #2:
Tuesday, February 2, 2016 English-Language Arts
Wednesday, February 3, 2016 Mathematics

Grade 12 Students: (four test opportunities for Spring 2015 diplomas, opportunity #5 results will not be available until July 2015)

Opportunity #1:
Tuesday, October 6, 2015 English-Language Arts
Wednesday, October 7, 2015 Mathematics

Opportunity #2:
Tuesday, November 3, 2015 English-Language Arts
Wednesday, November 4, 2015 Mathematics

Opportunity #3:
Saturday, December 5, 2015 English-Language Arts

Saturday, December 12, 2015 Mathematics

Opportunity #4:

Tuesday, February 2, 2016 English-Language Arts

Wednesday, February 3, 2016 Mathematics

Opportunity #5

Note: Results will not be available until July 2016. Students who take this administration will not be eligible for Spring 2016 graduation diplomas.

Tuesday, May 10, 2016 English-Language Arts

Wednesday, May 11, 2016 Mathematics

STANDARDS OF STUDENT CONDUCT

The Pasadena Unified School District supports collaboration between home and school to establish and enforce appropriate standards of conduct for students. Parental participation and responsibility is essential in assisting students in maintaining appropriate conduct. Therefore, with the exception of mandated police notification for serious infractions, teachers and other district personnel will initiate contact with parents as a primary action in response to student conduct that violates school rules. Parents are expected to provide and maintain current phone numbers of home and work to enable school personnel to make timely contact on behalf of students.

Disciplinary policies within the elementary and secondary schools' discipline plans will be developed and enforced within the general guidelines as set forth in the District's Standards of Conduct. These guidelines reflect a spectrum ranging from **Encouraged and Expected Student Behaviors** to identified **Interventions and Consequences** that may be appropriate for specific violations of district/school rules.

To assist students and parents in identifying positive behaviors that are encouraged and expected, the following are established:

ENCOURAGED AND EXPECTED STUDENT BEHAVIORS

Students will:

1. Attend school daily, on time, and actively participate in all classes.
2. Produce quality work that meets the highest classroom standards.
3. Bring all necessary materials to class including completed assignments and homework.
4. Set aside time every day to complete homework.
5. Limit television viewing and read daily.
6. Know and follow all school and class rules.
7. Respect themselves, the school, classmates, staff, family and community.
8. Use appropriate language at all times when communicating with others.
9. Avoid negative peer pressure activities.
10. Regularly communicate with their parents and teachers about their progress in school.
11. Commit to remain in school with an objective to graduate on time.
12. Believe that they can learn and will learn.

DRESS CODE/ GANG APPAREL/ SUN-PROTECTIVE CLOTHING—EC 35183 & 35183.5

The Pasadena Unified School District believes that appropriate dress and grooming contribute to a productive learning environment. School districts are authorized to adopt a dress code that would prohibit the wearing of "gang-related clothing." Students may carry and apply sunscreen while on campus with a signed permission slip. Each school shall allow for outdoor use during the school day, articles of sun protective clothing, including but not limited to hats. The Pasadena Unified School District Board Policy and Administrative Regulation 5132 address district-wide Student Dress Code.

STUDENT DISCIPLINE—EC 35291 & 35291.5

The school district notifies the parent or guardian of all pupils registered in schools of the district of the availability of rules of the district pertaining to student discipline.

DUTY CONCERNING CONDUCT OF STUDENTS—EC 44807

Teaching staff shall hold pupils to strict account for their conduct to and from school, on the playgrounds or during recess.

CLOSED CAMPUS—EC 44808.5

The Pasadena Unified School District does not permit enrolled students to leave the school grounds during the lunch or recess period. Students who are authorized for early dismissal must vacate the school and surrounding area within 10 minutes.

GROUNDS FOR SUSPENSION AND EXPULSION—EC 48900

A pupil shall not be suspended from school or be recommended for expulsion, unless the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed an act as defined pursuant to any of subdivisions (a) to (r), inclusive:

- (a) (1) Caused, attempted to cause, or threatened to cause physical injury to another person;
(2) Willfully used force or violence upon the person of another, except in self-defense.
- (b) Possessed, sold, or otherwise furnished a firearm, knife, explosive, or other dangerous object, unless, in the case of possession of an object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, which is concurred by the principal or designee.
- (c) Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind.
- (d) Unlawfully offered, arranged, or negotiated to sell a controlled substance listed in Chapter 2 (commencing with Section 11053) of Division 10 of the Health and Safety Code, an alcoholic beverage, or an intoxicant of any kind, and either sold, delivered, or otherwise furnished to a person another liquid substance or material, and represented the liquid substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
- (e) Committed or attempted to commit robbery or extortion.
- (f) Caused or attempted to cause damage to school property or private property.
- (g) Stolen or attempted to steal school property or private property.
- (h) Possessed or used tobacco, or products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a pupil of his/her own prescription products.
- (i) Committed an obscene act or engaged in habitual profanity or vulgarity.
- (j) Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell drug paraphernalia, as defined in Section 11014.5 of the Health and Safety Code.
- (k) Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school officials, or other school personnel engaged in the performance of their duties.
- (l) Knowingly received stolen school property or private property.
- (m) Possessed an imitation firearm. As used in this section, "imitation firearm" means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.
- (n) Committed or attempted to commit a sexual assault as defined in Section 261, 266c, 286, 288, 288a, or 289 of the Penal Code or committed a sexual battery as defined in Section 243.4 of the Penal Code.
- (o) Harassed, threatened, or intimidated a pupil who is a complaining witness or a witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.
- (p) Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.
- (q) Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a pupil organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective pupil. For purposes of this subdivision, "hazing" does not include athletic events or school-sanctioned events.
- (r) Engaged in an act of bullying. For purposes of this subdivision, the following terms have the following meanings:
 - (1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a pupil or group of pupils as defined in Section 48900.2, 48900.3, or 48900.4, directed toward one or more pupils that has or can be reasonably predicted to have the effect of one or more of the following:
 - (A) Placing a reasonable pupil or pupils in fear of harm to that pupil's or those pupils' person or property.
 - (B) Causing a reasonable pupil to experience a substantially detrimental effect on his or her physical or mental health.
 - (C) Causing a reasonable pupil to experience substantial interference with his or her academic performance.
 - (D) Causing a reasonable pupil to experience substantial interference with his or her ability to participate in or benefit from the services, activities, or privileges provided by a school.
 - (2) (A) "Electronic act" means the *creation and transmission originated on or off the school site* by means of an electronic device, including, but not limited to, a telephone, wireless telephone or other wireless communication device, computer, or pager of a communication, including, but not limited to, any of the following:
 - i. A message, text, sound, or image.
 - ii. A post on a social network Internet Web site, including, but not limited to:
 - I. Posting to or creating a burn page. "Burn page" means an Internet Web site created for the purpose of having one or more of the effects listed in paragraph (1).
 - II. Creating a credible impersonation of another actual pupil for the purpose of having one or more of the effects listed in paragraph (1). "Credible impersonation" means to knowingly and without consent impersonate a

pupil for the purpose of bullying the pupil and such that another pupil would reasonably believe, or has reasonably believed, that the pupil was or is the pupil who was impersonated.

III. Creating a false profile for the purpose of having one or more of the effects listed in paragraph (1). "False profile" means a profile of a fictitious pupil or a profile using the likeness or attributes of an actual pupil other than the pupil who created the false profile.

(2)(B) Notwithstanding paragraph (1) and subparagraph (A), an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

(3) "Reasonable pupil" means a pupil, including, but not limited to, an exceptional needs pupil, who exercises average care, skill, and judgment in conduct for a person of his or her age, or for a person of his or her age with his or her exceptional needs.

(s) A pupil shall not be suspended or expelled for any of the acts enumerated in this section, unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the superintendent of the school district or principal or occurring within any other school district. A pupil may be suspended or expelled for acts that are enumerated in this section and related to school activity or attendance that occur at any time, including, but not limited to, any of the following:

(1) While on school grounds.

(2) While going to or coming from school.

(3) During the lunch period whether on or off the campus.

(4) During, or while going to or coming from, a school sponsored activity.

(t) A pupil who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, pursuant to this section, except that a pupil who has been adjudged by a juvenile court to have committed, as an aide and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (a).

(u) As used in this section, "school property" includes, but is not limited to, electronic files and databases.

(v) For a pupil subject to discipline under this section, a superintendent of the school district or principal may use his or her discretion to provide alternatives to suspension or expulsion that are age appropriate and designed to address and correct the pupil's misbehavior as specified in Section 48900.5.

(w) It is the intent of the Legislature that alternatives to suspension or expulsion be imposed against a pupil who is truant, tardy, or otherwise absent from school activities.

SEXUAL HARASSMENT—EC 48900.2

A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has committed sexual harassment as defined in Section 212.5. This section shall not apply to pupils enrolled in kindergarten and grades 1 to 3, inclusive.

HATE VIOLENCE—EC 48900.3

A pupil in any of grades 4 to 12 may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has caused, attempted to cause, threatened to cause, or participated in an act of hate violence, as defined in subdivision (e) of Section 233.

HARASSMENT, THREATS, OR INTIMIDATION—EC 48900.4

A pupil enrolled in any of grades 4 to 12 may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has intentionally engaged in harassment, threats, or intimidation, directed against school district personnel or pupils, that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder, and invading the rights of either school personnel or pupils by creating an intimidating or hostile environment.

TERRORISTIC THREATS—EC 48900.7

(a) A pupil may be suspended from school or recommended for expulsion if the superintendent or the principal of the school in which the pupil is enrolled determines that the pupil has made terroristic threats against school officials or school property, or both.

(b) For the purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars (\$1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person to reasonably be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school district property or the personal property of the person threatened or that of his or her immediate family.

PARENT/GUARDIAN SCHOOL ATTENDANCE—EC 48900.1

A school district may adopt a policy authorizing teachers to require the parent or guardian of a pupil who has been suspended from class by the teacher for an obscene act, profanity or vulgarity, disruption of school activities, or willful defiance of the teacher's authority to attend a portion of the school day in the classroom of his or her child.

ELECTRONIC SIGNALING DEVICE—EC 48901.5

In the Pasadena Unified School District students may carry phones and pagers during school hours under the following conditions:

1. Phones and electronic devices not being used for instructional purposes must be kept turned **off** at all times during school hours.
2. Cellular phones may not be used by students during school hours except in emergencies involving health and safety of students, as determined by school officials, not parents. An exception from this requirement is authorized only for students when a licensed physician or surgeon has determined that the possession and/or use of the signaling device are related to the health of the student.

FINANCIAL LIABILITY—EC 48904

Notwithstanding Section 1714.1 of the Civil Code, the parent or guardian of any minor whose willful misconduct results in injury or death to any pupil or any person employed by, or performing volunteer services for, a school district or private school or who willfully cuts, defaces, or otherwise injures in any way any property, real or personal, belonging to a school district or private school, or personal property of any school employee, shall be liable for all damages so caused by the minor. The parent or guardian of a minor shall be liable to a school district or private school for all property belonging to the school district or private school loaned to the minor and not returned upon demand of an employee of the district or private school authorized to make the demand. Grades, diplomas and transcripts may be withheld until restitution is made.

LASER POINTERS—PC 417. 27

It is a crime for any student to possess a laser pointer on any elementary or secondary school premise, unless the possession is for a valid instructional or other school-related purpose.

BB DEVICE/IMITATION FIREARM—PC 12550 & 12556

A BB device can be considered an imitation firearm. The Penal Code makes it a criminal offense to openly display or expose any imitation firearm in a public place.

STUDENT RESPONSIBILITY—5 CCR 300

Pupils shall conform to school regulations, obey all directions, be diligent in study and respectful to teachers and others in authority, and refrain from the use of profane and vulgar language.

SEARCHES AND SCHOOL LOCKERS

School lockers remain the property of the Pasadena Unified School District even when assigned to students. The lockers are subject to search whenever the district finds a need to do so. The use of school lockers for other than school-related purposes is prohibited. The improper use of school lockers may result in disciplinary action.

In the interest of maintaining a safe environment, locker searches and metal detection may occur as needed by school administration.

USE OF CONTRABAND DETECTION DOGS

Contraband detection dogs shall not be used in classrooms or other district facilities when the rooms are occupied, except for demonstration purposes with the handler present. When used for demonstration purposes, the dog shall be separated from the students and not allowed to sniff any individual.

Prior to conducting an inspection, students shall be asked to leave the room that will be subject to the canine sniff. No student shall be forced to leave personal items behind for inspection, unless school officials have reasonable suspicion to search the item.

Only the dog's official handler shall determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the student having the use of that item or place, or responsibility for it, shall be called to witness the inspection. If a dog alerts on a locked vehicle, the student who brought the vehicle onto district property shall be asked to unlock it for inspection (AR 5145.12).

ROSE CITY CONTINUATION HIGH SCHOOL

No involuntary transfer to Rose City High School (RCHS) shall extend beyond the end of the semester following the semester during which the acts leading to the involuntary transfer occurred without a review of the student's case. The student must earn 20 semester units during one complete semester and maintain satisfactory school attendance and citizenship while attending RCHS to return to the regular school program.

ADDRESSING DISCRIMINATION, HARASSMENT, INTIMIDATION OR BULLYING

Every student is entitled to a safe school environment free from: discrimination, harassment, intimidation and bullying. The District's Policy on Bullying can be accessed on the District's website. Copies are available in the school office.

1. The District prohibits bullying. This includes, but is not limited to: discrimination, harassment, intimidation and bullying based on the actual or perceived characteristics set forth in Penal Code section 422.55 and Education Code section 220, and disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or association

with a person or group with one or more of these actual or perceived characteristics. Bullying is defined in Education Code section 48900(r).

2. School personnel must immediately intervene if they witness an act of discrimination, harassment, intimidation or bullying, provided it is safe to do so.
3. Acts of discrimination, harassment, intimidation or bullying should be brought to the attention of the principal.
4. You may make an anonymous complaint by contacting the principal or the Director of Child Welfare, Attendance and Safety. If there is sufficient corroborating information, the District will commence an investigation.
5. Complaints of discrimination, harassment, intimidation or bullying will be considered confidential. However, it may be necessary to disclose certain information in order to effectively investigate.
6. Students who violate the District's policies on discrimination, harassment, intimidation or bullying may be subject to discipline, including suspension and expulsion.
7. The District prohibits retaliation against individuals who make complaints of discrimination, harassment, intimidation, bullying or provide information related to such complaints.
8. Students and parents also may contact the District's Office of Child Welfare, Attendance and Safety, at (626) 396-3600, extension 88238.

SEXUAL HARASSMENT--EC 231.5, 48900.2 & 5 CCR 4917

The Governing Board is committed to maintaining a school environment that is free from harassment. The Board prohibits sexual harassment of any student by another student, an employee or other person, at school or at a school-sponsored or school-related activity. The Board also prohibits retaliatory behavior or action against any person who complains, testifies, assists or otherwise participates in the complaint process established in accordance with this policy.

Any student who engages in the sexual harassment of anyone at school or at a school-sponsored or school-related activity is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 through 12, disciplinary action may include suspension and/or expulsion, provided that in imposing such discipline, the entire circumstances of the incident(s) shall be taken into account. Such circumstances shall include but are not limited to:

- 1) Age and maturity of the victim and the perpetrator;
- 2) Pervasiveness of the alleged harassing conduct (i.e., how many times the act(s) occurred, how many individuals were involved, etc.);
- 3) Prior complaints against the perpetrator.

The Superintendent or designee shall ensure that all district students receive age-appropriate instruction and information on sexual harassment. Such instruction and information shall include:

- 1) What acts and behavior constitute sexual harassment; including the fact that sexual harassment could occur between people of the same gender.
- 2) A clear message that students do not have to endure sexual harassment. Students should be encouraged to report observed instances of sexual harassment, even when the victim of the harassment has not complained.
- 3) Information about the person(s) to whom a report of sexual harassment should be made.

Any student who feels that he/she is being or has been subjected to sexual harassment shall immediately contact a school employee. A school employee to whom a complaint is made shall, within 24 hours of his/her getting the complaint, report it to the principal or designee. Any school employee who observes any incident of sexual harassment on any student shall similarly report his/her observation to the principal or designee, whether or not the victim makes a complaint. If the alleged harasser is the principal or designee, the employee may report the complaint or his/her observation of the incident to the Superintendent or designee who shall investigate the complaint.

The principal or designee to whom a complaint of sexual harassment is reported shall immediately investigate the complaint. Where the principal or designee finds that sexual harassment occurred, he/she should take prompt, appropriate action to end the harassment and address its effects on the victim. The principal or designee shall also advise the victim of any other remedies that may be available. The principal or designee shall file a report with the Superintendent or designee and refer the matter to law enforcement authorities, where necessary. In addition, the student may file a formal complaint with the Superintendent or designee in accordance with the district's uniform complaint procedures.

The Superintendent or designee shall maintain a record of all reported cases of sexual harassment to enable the district to monitor, address and prevent repetitive harassing behavior in its schools. Information gathered in the course of investigating a sexual harassment complaint shall be kept confidential to the extent possible.

PROHIBITED CONDUCT:

Prohibited sexual harassment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature when: (Education Code 212.5)

- 1) Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status or progress.

- 2) Submission to or rejection of the conduct by an individual is used as the basis for academic or employment decisions affecting the individual.
- 3) The conduct has the purpose or effect of having a negative impact on the individual's academic or work performance, or of creating an intimidating, hostile or offensive educational or work environment.
- 4) Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through the school.

Other types of conduct which are prohibited in the district and which may constitute sexual harassment include:

- 5) Unwelcome leering, sexual flirtations or propositions.
- 6) Unwelcome sexual slurs, epithets, threats, verbal abuse, derogatory comments or sexually degrading descriptions.
- 7) Graphic verbal comments about an individual's body or overtly personal conversation.
- 8) Sexual jokes, stories, drawings, pictures or gestures.
- 9) Spreading sexual rumors.
- 10) Teasing or sexual remarks about students enrolled in a predominantly single-sex class.
- 11) Touching an individual's body or clothes in a sexual way.
- 12) Purposefully limiting a student's access to educational tools.
- 13) Cornering or blocking of normal movements.
- 14) Displaying sexually suggestive objects in the educational environment.
- 15) Any act of retaliation against an individual who reports a violation of the district's sexual harassment policy or who participates in the investigation of a sexual harassment complaint.

REPORTING SEXUAL HARASSMENT

Students are expected to report incidents of sexual harassment to the school principal, to another district administrator, or to the **Chief Human Resources Officer at (626) 396-3600, ext. 88776**. Upon receipt of a complaint, the Chief Human Resources Officer or designee shall promptly convene an Investigative Team to identify and implement investigative procedures, which shall include contacts with the complainant, the accused and witnesses. A written summary of findings will be communicated to complainant within 30 days of completion of the investigation but no later than 45 days of reporting of the incident. Students also have available all local law remedies, mediation centers, legal assistance agencies, and private legal counsel for assistance in the resolution of complaints.

NOTIFICATION:

A copy of the district's sexual harassment policy shall: 1) be included in the notifications that are sent to parents/guardians at the beginning of each school year (EC 48980); 2) be displayed in a prominent location near each school principal's office (EC 212.6); 3) be provided as part of any orientation program conducted for new students at the beginning of each quarter, semester or summer session (EC 212.6); and 4) appear in any school or district publication that sets forth the school or district's comprehensive rules, regulations, procedures and standards of conduct (EC 212.6).

ENFORCEMENT:

The principal or designee shall take appropriate actions to reinforce the district's sexual harassment policy. These actions may include: 1) removing vulgar or offending graffiti; 2) providing staff in-service and student instruction or counseling; and or 3) taking appropriate disciplinary action as needed.

INVESTIGATING COMPLAINTS:

Sexual harassment is a matter requiring unusually prompt attention by supervisors since failure to act may cause further personal damages to the alleged victim as well as legal action. Further, the issues involved are typically very personal and sensitive, and many victims will not risk the delays, publicity and complications attendant to regular grievance procedures. Since the Pasadena Unified School District recognizes the delicate nature of such situations, each step in the complaint procedure will be conducted with discretion in order to maintain a high degree of confidentiality. It is the intent of the procedure to result in prompt recourse and ensure fairness and equity to the person alleging sexual harassment, the person accused of the sexual harassment, and witnesses.

- 1) Any employee or student who believes he/she is being sexually harassed, or finds the work or academic environment hostile, should inform the harasser that he/she does not welcome or approve of such actions. If such actions continue, an employee complainant should notify his or her supervisor. If the supervisor is the alleged harasser, then the complainant should notify a member of the District Investigative Team (IT). If the complainant is a student, he/she or the student's parents should notify his/her teacher, guidance counselor, dean, principal, or a member of the IT. Supervisors or other individuals receiving a sexual harassment complaint are required to report the complaint immediately to any member of the IT. Supervisors or any individual receiving a complaint are required to report immediately complaints of sexual harassment to any member of the IT. Whenever a complaint of harassment occurs, the person receiving the complaint shall promptly and fully notify the alleged victim of his/her rights pursuant to this policy and current law. The complainant and accused will also be given a copy of the sexual harassment policy.
- 2) If the supervisor or member of the IT believes the complaint can be resolved through informal means, then every effort will be made to do so.

- 3) **Informal Investigation:** The complainant will be advised in advance of the date and time that the accused will be informed of the complainant's complaint. At the earliest appropriate time, the accused will be explained his/her rights pursuant to this policy at the earliest appropriate time, and will be immediately informed that any retaliation against the complainant and/or witness is strictly prohibited, regardless of the accuracy of the complaint.
- 4) The supervisor and/or the IT shall then inform the person alleged to have committed harassment of the complainant and explain his/her rights pursuant to this policy. The IT shall also endeavor to obtain all possible information from the individual named by the complaint, from witnesses to the incident, if any, and from victims, if any, of similar conduct.
- 5) Upon completion of the investigation, the complainant shall be advised of the findings and recommendations. This information shall then be communicated to the alleged harasser, and as appropriate, any other persons directly involved in the incident(s).
- 6) **Formal Investigation:** Once the IT has reviewed a written complaint of sexual harassment, a complete and thorough investigation shall begin. The complaint will be resolved by this investigation, which shall also include gathering information from witnesses to the incident, if any, and from victims, if any, of similar conduct. The complainant will be advised in advance of the date and time that the accused will be informed of the complainant's complaint. At the earliest appropriate time, the accused will be explained his/her rights pursuant to this policy and will be informed that any retaliation against the complainant and/or witnesses is strictly prohibited, regardless of the accuracy of the complaint.
- 7) The IT shall make a written report of the findings and recommendations regarding the acts and whether the sexual harassment did occur, and this determination will be communicated to the complainant first, the alleged harasser, and as appropriate, any others directly concerned. If, after the investigation, the IT determines that the sexual harassment did not occur, the personnel file of the accused shall be expunged of all relevant documents. However, if the IT makes a finding that the sexual harassment did in fact occur, the alleged harasser shall have the opportunity to respond to this written determination prior to placement in his/her personnel file. Reports of all complaints and findings will be maintained by the IT in a confidential file.
- 8) **Disciplinary Action:** If the alleged harasser is determined to have engaged in sexual harassment, appropriate disciplinary action as recommended by the superintendent or his/her designee shall be taken by the District. The types of discipline (oral or written warnings, suspension, demotion or discharge/ expulsion) that will be appropriate will be determined in part by the severity of the facts and whether or not the harassment is of a chronic nature. The employee against whom disciplinary action is taken shall be entitled to due process provided by law, Board policy, the Rules of the Personnel Commission, and current employee agreements. The disciplinary action will be made known to the complainant when final. Appropriate action may include remedies for the complainant's loss, if any. If the employee or student complainant has suffered harm through loss of his/her ability to study or work effectively, loss of student or employment status or well being, the District will implement appropriate remedies.

In accordance with the provisions of Education Code, the District's agreements with the United Teachers of Pasadena (UTP), Chapter 434 of the California School Employees Association (CSEA), and Local 911 of the Teamsters, if either the complainant or the alleged harasser is not satisfied with the findings of the Investigative Team's report, they may appeal the entire matter to a closed session hearing of the Governing Board. The Board's decision will be the final decision of the District. Either party to the board hearing may be represented by an advisor(s) of their choosing.

The findings of the Board may be appealed to the Fair Employment and Housing Commission. Even if no sexual harassment is found, the Fair Employment and Housing Commission may find a violation when the employer did not "inform the complainant of his/her rights and obligations to investigate fully." In determining whether the employer's response was sufficient to excuse the employer from liability, the test for the Commission is "whether the employer has acted promptly, vigorously, and visibly, and has demonstrated that it strongly disapproves of sexual harassment and will not tolerate it in the workplace."

STUDENT DISCIPLINE GUIDELINES

The spectrum of responses to inappropriate conduct ranges between the minimum of a warning to suspension, to an involuntary transfer to an alternative education program, or to Board action regarding expulsion.

To the extent possible, alternatives to formal suspension will be initiated. Suspended students should also participate in appropriate intervention and remediation consequences upon return from suspension. The number of suspension days determined per incident may be reduced by parent/student agreement with school staff in order to allow the student to participate in alternative remediation activities. Alternatives to suspension are also applicable to Special Education students.

INTERVENTIONS, REMEDIATIONS, AND CONSEQUENCES

Suspension, including supervised suspension as described in Section 48911.1, shall be imposed only when other means of correction fail to bring about proper conduct. A school district may document the other means of correction used and place that documentation in the pupil's record, which may be accessed pursuant to Section 49069. However, a pupil, including an individual with exceptional needs as defined in Section 56026, may be suspended, subject to Section 1415 of Title 20 of the United States Code, for any of the reasons enumerated in Section 48900 upon a first offense, if the principal or superintendent of schools determines that the pupil violated subdivision (a), (b), (c), (d), or (e) of Section 48900 or that the pupil's presence causes a danger to persons.

When appropriate, alternative disciplinary methods may be employed to address and correct specific behaviors. Other means of correction include, but are not limited to, the following:

- (1) A conference with school personnel, the pupil's parent or guardian, and the pupil.
- (2) Referrals to the school counselor, psychologist, social worker, child welfare attendance personnel, or other school support service personnel for case management and counseling.
- (3) Study teams, guidance teams, resource panel teams, or other intervention-related teams that assess the behavior, and develop and implement individualized plans to address the behavior in partnership with the pupil and his/her parents.
- (4) Referral for a comprehensive psychosocial or psycho-educational assessment, including for purposes of creating an individualized education program, or a plan adopted pursuant to Section 504 of the federal Rehabilitation Act of 1973 (29 U.S.C. Sec. 794(a)).
- (5) Enrollment in a program for teaching prosocial behavior or anger management.
- (6) A positive behavior support approach with tiered interventions that occur during the school day on campus.
- (7) After-school programs that address specific behavioral issues or expose pupils to positive activities and behaviors, including but not limited to those operated in collaboration with local parent and community groups. (Education Code 48900.5, 48911.1)

Individual suspensions may range from a one-day school suspension to a maximum of five days to a recommendation for expulsion. *The total number of days for which a pupil may be suspended from school shall not exceed 20 school days in any school year, unless for purposes of adjustment, a pupil enrolls in or is transferred to another regular school, an opportunity school or class, or a continuation education school or class, in which case the total number of school days for which the pupil may be suspended shall not exceed 30 days in any school year. It is important to note that Special Education students can only be suspended for a maximum of 10 days in any school year.* Any suspension days in excess of ten days is considered a change in placement and requires agreement of the Individualized Education Plan (IEP) team. For guidance in this area, please refer to the district's Department of Special Education.

MAKE-UP WORK

Students shall be given the opportunity to make up school work missed because of an excused absence or suspension and shall receive full credit if the work is turned in according to a reasonable make-up schedule. The teacher of any class from which a student is suspended may require the student to complete any assignments and tests missed during the suspension. (Education Code 48913) Staff will allow access to daily homework to suspended students.

ACTS OF VIOLENCE

With regard to acts of violence between students, including physical fights and serious verbal conflicts that could lead to violence, it is expected that parents will be contacted and involved in resolving the conflict in an effort to establish consequences and avoid repeat encounters. At the secondary level, staff responsible for handling student misconduct is expected to expand their efforts to include joint parent conferences along with students who are involved in serious conflicts including physical fights. Parents of mutual combatants may be requested to participate in face-to-face dialogue and mediations with each other to resolve the issues and establish mutual consequences for students as established by parents and school personnel. These mediations may be held whenever students are suspended and as a condition of returning to school in a timely manner. Elementary schools are also expected to initiate similar activities.

Parents who willingly participate in mediations may have the number of suspension days or other disciplinary action initially determined for the incident reduced. Parents who refuse to participate or cooperate in mediations along with their child may cause the student to serve all suspension days determined by the incident and/or in more serious cases cause the transfer of the student to another school. However, the number of suspension days originally determined may not be increased due to parent failure to participate in mediations.

INTERVENTIONS, REMEDIATIONS, AND CONSEQUENCES

- A. **Parent Contact** – Verbal or written communication with parents either by telephone, mailing or in person. Unsuccessful attempts to reach parents, including no answer, busy signal or messages left do not constitute contact but should be recorded.
- B. **Counseling** – Individual or group meeting of student(s) with school counselor, psychologist, administrator or other personnel authorized to assist students in resolving conflicts and/or modifying behavior.
- C. **Personal Responsibility** – Activities in which students participate with staff direction that enable students to acknowledge their responsibility for self-determined behavior modification, including written essays, apologies to offended parties, restitution (including financial), school/community service, participation in conflict resolution and anger management activities, and other appropriate interventions.
- D. **Detention** – A 30 minute to 2-hour period during non-instructional time designed to deliver assistance to students in behavior modification strategies.
- E. **Campus Beautification** – Remediation that includes minor work-related and campus support activities, including graffiti removal, cleaning and paper pick-up, furniture moving, office and classroom clerical assistance, and other appropriate activities.

- F. **Parent Conference** – Formal meeting between parent(s) and school personnel to discuss student needs.
- G. **In-School Suspension** – Assignment of student to separate supervised activity during instructional time with the intent to correct inappropriate behavior.

The following will delineate steps that are recommended before a student is suspended. The following consequences and interventions for inappropriate student conduct are recommended for implementation at various levels and *prior* to suspension other than those deemed mandatory.

Violations Against Persons	Elementary School	Middle & High School
Assault with Deadly Weapon EC 48900(a)(2) EC 48900(b)	Immediate notification of police Immediate consultation with Child Welfare, Attendance & Safety Suspend 5 days Refer for Expulsion	Immediate notification of police Immediate consultation with Child Welfare, Attendance & Safety Suspend 5 days Refer for expulsion
Assault, Threat, Mutual Combat EC 48900(a)(1)	1 st Offense, B, C, F, G 2 nd Offense, Suspend – 1 to 2 days; B, C, F 3 rd Offense, Suspend – 2 to 5 days; B, C, F	1 st Offense, Suspend 1 to 3 days; B, C, F; Police Citation 2 nd Offense, Suspend 2 to 4 days; B, C, F; Police citation 3 rd Offense, Suspend 3 to 5 days; B, C, F For continued infractions, possible expulsion referral
Assault and Battery EC 48900(a)(2)	1 st Offense, B, C, F, G 2 nd Offense, Suspend 1 to 2 days; B, C, F 3 rd Offense, Suspend 2 to 5 days; C, F	1 st Offense, Suspend 1 to 3 days or more if serious; B, C, F; Police citation 2 nd Offense, Suspend 2 to 4 days or more if serious; B, C, F; Police citation 3 rd Offense, Suspend 3 to 5 days; B, C, F; Police citation For continued infractions, possible expulsion referral
Violations Against Persons	Elementary School	Middle & High School
Interference/ Obstruction Any action taken to prevent a staff member from exercising assigned duties—EC 48900(k)	1 st Offense, A, B, C 2 nd Offense, B, C, F, G 3 rd Offense, Suspend 1 to 2 days C, F	1 st Offense, A, B, C, G 2 nd Offense, Suspend 1 to 2 days; B, C, F 3 rd Offense, Suspend 2 to 5 days; B, C, F
Verbal Abuse, Vulgarity, Profanity —EC 48900(i) & (k)	1 st Offense, A, B, C, D 2 nd Offense, Suspend 1 day; B, C, E, F 3 rd Offense, Suspend 1 to 2 days; B, C, F	1 st Offense, Suspend 1 to 2 days; B, C, E, F 2 nd Offense, Suspend 2 to 3 days; B, C, E, F 3 rd Offense, Suspend 3 to 5 days; B, C, F
Sexual Harassment EC 48900.2 (4-12 grade only)	1 st Offense, B, C, F; Establish behavioral plan; Document as required 2 nd Offense, Suspend 1 day; B, C, F 3 rd Offense, Suspend 1 to 2 days; B, F, Review behavioral plan	1 st Offense, B, C, F; Establish behavioral plan; Document as required 2 nd Offense, Suspend 1 to 3 days; B, C, F 3 rd Offense, Suspend 2 to 5 days; B, F Review behavioral plan
Bullying EC 48900(a)(1)(2)(r) EC 48900.3 EC 48900.4	1 st Offense, A, B, C 2 nd offense, B, C, F, G 3 rd Offense, Suspend 1 to 3 days; F	1 st Offense, A, B, C 2 nd Offense, Suspend 1 to 2 days; B, C, F 3 rd Offense, Suspend 3 to 5 days; F Possible police citation
Violations Against Property	Elementary School	Middle & High School
Theft EC 48900, 48900(g) Degree of offense must be ascertained	1 st Offense, A, B, C, G 2 nd Offense, Suspend 1 to 2 days; B, C, F 3 rd Offense, Suspend 2 to 3 days; B, C, F	1 st Offense, Suspend 1 day; B, C, F 2 nd Offense, Suspend 2 to 3 days; B, C, F 3 rd Offense, Suspend 3 to 5 days; B, C, F For continued infractions, possible expulsion referral
Burglary EC 48900(f)	1 st Offense, Notify police; Suspend 2 to 3 days; B, C, F; Poss. expulsion referral 2 nd Offense, Notify police; Suspend 3 to 5 days; Refer for expulsion	1 st Offense, Notify police; Suspend 5 days; Refer for expulsion
Willful damage of school property or property of staff EC 48900(f) Degree of offense must be ascertained	1 st Offense, Notify police if appropriate; A, B, C, E 2 nd Offense, Notify police; Suspend 1 to 2 days; B, C, E, F 3 rd Offense, Suspend 2 to 3 days B, C, F For continued infractions, possible expulsion referral	1 st Offense, Notify police; Suspend 1 to 2 days B, C, F 2 nd Offense, Notify police; Suspend 3 to 4 days B, C, F 3 rd Offense, Notify police; Suspend 3 to 5 days For continued infractions, possible expulsion referral

Knowingly received stolen school property or private property—EC 48900(l) Degree of offense must be ascertained	1 st Offense, Notify police; A, B, C 2 nd Offense, Notify police; Suspend 1 day B, C, F 3 rd Offense, Notify police; Suspend 2 to 3 days; B, C, F	1 st Offense, Notify police; Suspend 1 to 2 days B, C, F 2 nd Offense, Notify police; Suspend 2 to 4 days B, C, F 3 rd Offense, Notify police; Suspend 5 days, B, C, F For continued infractions, possible expulsion referral
Inappropriate Student Behaviors	Elementary School	Middle & High School
Pulling Fire Alarm EC 48900(k)	1 st Offense, Notify police; Suspend 2 days; B, C, F 2 nd Offense, Notify police; Suspend 2 to 4 days; B, C, F 3 rd Offense, Notify police; Suspend 5days	1 st Offense, Notify police; Suspend 2 days B, C, F 2 nd Offense, Notify police; Suspend 2 to 4 days B, C, F 3 rd Offense, Notify police; Suspend 5 days Refer for expulsion
Gambling EC 48900(k)	1 st Offense, A, B, D, E 2 nd Offense, B, D, F 3 rd Offense, Suspend 1 day; B, F	1 st Offense, A, B 2 nd Offense, B, C, F 3 rd Offense, Suspend 1 day; B, F
Electronic Devices 48900(k) School and staff are not responsible for any property confiscated due to violation of school or district guidelines.	1 st Offense, A, C; Confiscate and release to parent only 2 nd Offense, E, F; Confiscate and release to parent only 3 rd Offense, E, F, G	1 st Offense A, C; Confiscate and release to parent only 2 nd Offense E, F; Confiscate and release to parent only 3 rd Offense E, F, G
Violations Against Public Health and Safety	Elementary School	Middle & High School
Drug Paraphernalia EC 48900(j)	1 st Offense, A, B; Confiscate 2 nd Offense, B, F; Confiscate 3 rd Offense, Suspend 1 day, Refer to IMPACT	1 st Offense, A, B, C, E; Confiscate 2 nd Offense, B, F; Confiscate; Suspend 1 day; Refer to IMPACT 3 rd Offense, Involuntary transfer to Alternative Education
Failure to Attend Mandatory IMPACT, EC 489009(k)		Possible involuntary transfer to Alternative Education; A, B
Tobacco—Possession/Use EC 48900(h)		Refer to Nicotine Section, Substance Abuse Policy; A, B
Alcohol—Possession/Use EC 48900(c)		1 st Offense, A, B; Suspend 1 Day; Refer to IMPACT 2 nd Offense, A, B; Suspend 2days 3 rd Offense, A, B; Suspend 3 days; Possible involuntary transfer to Alternative Education
Violations Against School Administration Procedures	Elementary School	Middle & High School
Defiance of Authority and Disruptive Behavior EC 48900(k)	1 st Offense, A., B, C, D, E 2 nd Offense B, C, E, F, G 3 rd Offense, Suspend 1 day B, C, F	1 st Offense A, B, C, G 2 nd Offense, Suspend 2 days B, C, F, G 3 rd Offense, Suspend 2 to 4 days B, C, F For continued infractions, possible involuntary transfer
Forgery EC 48900(k)	1 st Offense, A, B, C 2 nd Offense, B, C, F, G 3 rd Offense, Suspend 1 day	1 st Offense, B, C, F 2 nd Offense, Suspend 1 day; B, C, D, F 3 rd Offense, Suspend 2 to 3 days; B, F For continued infractions, possible involuntary transfer
Dress Code Violation EC 48900(k)	1 st Offense A, C 2 nd Offense B, C, F, E 3 rd Offense B, D, E, F	1 st Offense A, C 2 nd Offense B, C, F, E 3 rd Offense, B, D, E, F, G
Violations Against School Administration Procedures	Elementary School	Middle & High School
Leaving Campus without permission EC 48900(k)	1 st Offense, A, D 2 nd Offense, D, F 3 rd Offense, Suspend 1 day B, F	1 st Offense, A, C, D 2 nd Offense, B, D, F 3 rd Offense, Suspend 1 day; D, E, F

Cheating EC 48900(k)	1 st Offense, A, C; Loss of credit for test 2 nd Offense, A, C, F; Suspend 1-2 days; Loss of credit 3 rd Offense, Suspend 3-5 days; Loss of credit	1 st Offense, A, C, D; Loss of credit for test 2 nd Offense, A, C, F; Suspend 1-3 days; Loss of credit for test 3 rd Offense, A, F; Suspend 3-5 days; Possible alternative school placement
Tuancy (3 full-day unexcused absences) EC 48260	1 st Offense (3 unexcused absences) A, D, Letter to parent 2 nd Offense (4 th day) B, D, E, F 3 rd Offense (5 th day), SARB Referral	1 st Offense (3 unexcused absences), A, D; Letter to parent 2 nd Offense, (4 th day/class), B, D, E, F 3 rd Offense (5 th day/class), SARB Referral
Tardiness EC 48260	1 st Offense (3 rd day) A 2 nd Offense (5 th day) A, D, F 3 rd Offense (7 th day) D, E, F Warning letters re: SARB* 4 th Offense (9 th day), SARB Referral	1 st Offense (3 rd day), A 2 nd Offense (5 th day), A, D, F 3 rd Offense (7 th day), D, E, F; Warning letters regarding SARB* 4 th Offense (9 th day), Referral to SARB*

***Note: A student is considered truant after three absences or three tardies of more than 30 minutes each time and the absences or tardies are unexcused. A truant student may be referred to the School Attendance Review Board (SARB). Unexcused absences are all absences that do not fall within EC 48205. The text of EC 48205 is provided on page 6-7.**

CIRCUMSTANCES FOR RECOMMENDING EXPULSION—EC 48915

- 1) Except as provided in subdivision (c) and (e), the principal or the superintendent of schools **shall recommend** the expulsion of a pupil for any of the following acts committed at school or at a school activity off school grounds, unless the principal or superintendent finds that the expulsion is inappropriate, due to the particular circumstance:

<ol style="list-style-type: none"> 1. Causing serious physical injury to another person, except in self-defense. 2. Possession of any knife or other dangerous object of no reasonable use to the pupil 3. Unlawful possession of a controlled substance, except for first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis. 4. Robbery or extortion. 5. Assault or battery, as defined in Section 240 and 242 of the Penal Code, upon any school employee. 	<p>Procedural Protocol</p> <ul style="list-style-type: none"> • Immediate Notification of Police; • Immediate Consultation with Child Welfare, Attendance & Safety • Suspension for Possible 5 days; • Possible referral for expulsion. • Controlled Substance: All above protocol and referral to IMPACT or Mental Health Provider for drug abatement counseling.
--	--

- 2) Upon recommendation by the principal, superintendent of schools or by a hearing officer or administrative panel appointed pursuant to subdivision (d) of Section 48918, the governing board may order a pupil expelled upon finding that the pupil committed an act listed in subdivision (a) or in subdivision (a), (b), (c), (d), or (e) of Section 48900. A decision to expel shall be based on a finding of one or more of the following:
- a. Other means of correction are not feasible or have repeatedly failed to bring about proper conduct.
 - b. Due to the nature of the act, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.
- 3) The principal or superintendent of schools **shall immediately suspend**, pursuant to Section 48911, and **shall recommended expulsion** of a pupil that he/she determines has committed any of the following acts at school or at a school activity off school grounds:

<ol style="list-style-type: none"> 1. Possession, selling, or otherwise furnishing a firearm. 2. Brandishing a knife at another person. 3. Unlawfully selling a controlled substance. 4. Committing or attempting to commit a sexual assault or sexual battery as defined in section 48900(n) 5. Possession of an explosive. 	<ul style="list-style-type: none"> • Procedural Protocol • Immediate Notification of Police • Immediate Consultation with Child, Welfare, Attendance & Safety • Suspension for 5 days • Refer for expulsion.
---	---

SUBSTANCE ABUSE POLICY

NO STUDENT SHALL HAVE OR USE ALCOHOL, TOBACCO (NICOTINE) OR ANY CONTROLLED SUBSTANCE (DRUG) ON SCHOOL PROPERTY, OR DURING SCHOOL HOURS, AT SCHOOL SPONSORED EVENTS, OR WHILE UNDER THE SUPERVISION OF DISTRICT EMPLOYEES.

ACTIVITY	CONSEQUENCES
<p>DRUGS Sale or possession for sale of controlled substances E.C. 48900(c)</p>	<p>Mandatory referral for expulsion</p> <ul style="list-style-type: none"> • Immediate notification of police • Immediate consultation with Child Welfare, Attendance & Safety • Suspension for 5 days <p>If student is expelled with suspended enforcement: referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</p>
<p>Unlawful possession of any controlled substance listed in Chapter 2 (commencing with section 11053) of Division 10 of the Health and safety Code except for the first offense for the possession of not more than one avoirdupois ounce of marijuana, other than concentrated cannabis E.C. 48915(3)</p>	<p>Recommendation for expulsion unless deemed to be inappropriate</p> <ul style="list-style-type: none"> • Immediate notification of police • Immediate consultation with Child Welfare, Attendance & Safety • Suspension possible for 5 days • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling <p>If the student is expelled with suspended enforcement: referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling.</p>
<p>Possession or sale of drug paraphernalia E.C. 48900(j)</p>	<p><u>First offense</u></p> <ul style="list-style-type: none"> • Confiscation • Parent contact • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. <p><u>Second offense</u></p> <ul style="list-style-type: none"> • Confiscation • Parent contact • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. <p><u>Third offense</u></p> <ul style="list-style-type: none"> • Confiscation • Parent conference • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. • 1 day suspension
<p>ALCOHOL AND OTHER INTOXICANTS Unlawful possession, use, sale, or otherwise furnishing, or being under the influence of an alcoholic beverage or intoxicant of any kind. E.C. 48900(c)</p>	<p><u>First offense</u></p> <ul style="list-style-type: none"> • One day suspension • Parent contact • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. <p><u>Second offense</u></p> <ul style="list-style-type: none"> • Two day suspension • Parent contact • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. <p><u>Third offense</u></p> <ul style="list-style-type: none"> • Three day suspension • Parent conference • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. • Possible involuntary transfer to Alternative Education

<p>Unlawful offering, arranging, or negotiating to sell, or otherwise furnishing of any alcoholic beverage, intoxicant or liquid, or substance represented as an intoxicant or a controlled substance.</p> <p>E.C. 48900(d)</p>	<p><u>First offense</u></p> <ul style="list-style-type: none"> • Confiscation • Parent contact • Referral to Mandatory IMPACT or Mental Health provider or liquid, or substance for drug abatement counseling. <p><u>Second offense</u></p> <ul style="list-style-type: none"> • Confiscation • Parent contact • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. <p><u>Third offense</u></p> <ul style="list-style-type: none"> • Confiscation • Parent conference • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. • 1 day suspension
<p>NICOTINE—USE</p> <p>Use or possession of tobacco or nicotine products</p> <p>E.C. 48900(h)</p> <p>Note: Penal Code 308(b)—Every person under the age of 18 years who purchases, receives, or possesses any tobacco, cigarette, or cigarette papers, or any other preparation of tobacco, or any other instrument or paraphernalia that is designed for the smoking of tobacco, products prepared from tobacco, or any controlled substance shall, upon conviction, be punished by a fine of seventy-five dollars (\$75) or 30 hours of community service work.</p>	<p><u>First offense</u></p> <ul style="list-style-type: none"> • Parent contact • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling, OR • Penal Code 308(b)-b citation issued <p><u>Second offense</u></p> <ul style="list-style-type: none"> • Parent contact • Referral to Mandatory IMPACT or Mental Health provider for drug abatement counseling. • AND Penal Code 308(b)-b citation issued
<p><u>Failure to attend Mandatory IMPACT</u></p>	<ul style="list-style-type: none"> • Possible involuntary transfer to Alternative education • Parent contact • Referral to counseling

Note: The Student Discipline Guidelines have been developed for all schools within the Pasadena Unified School District and outlines the consequences for inappropriate student actions that have been referred to the Principal, Assistant Principal or Dean of Students. Infractions or possible consequences may not be limited to those found in the Student Discipline Guidelines. It should be noted that although the Student Discipline Guidelines afford a framework for dealing with inappropriate behavior in a comprehensive and consistent manner, each disciplinary issue should be reviewed within the context of its unique circumstances and the educational needs of the student. Each administrator or designee shall use his/her judgment in applying its provisions, within the limits stated. Situations not specifically addressed in these guidelines or unusual or extreme cases shall be dealt with in accordance with the California Education Code and District policy. Schools may use other site-based consequences such as In-School Suspension (ISS) as an intervention consequence.

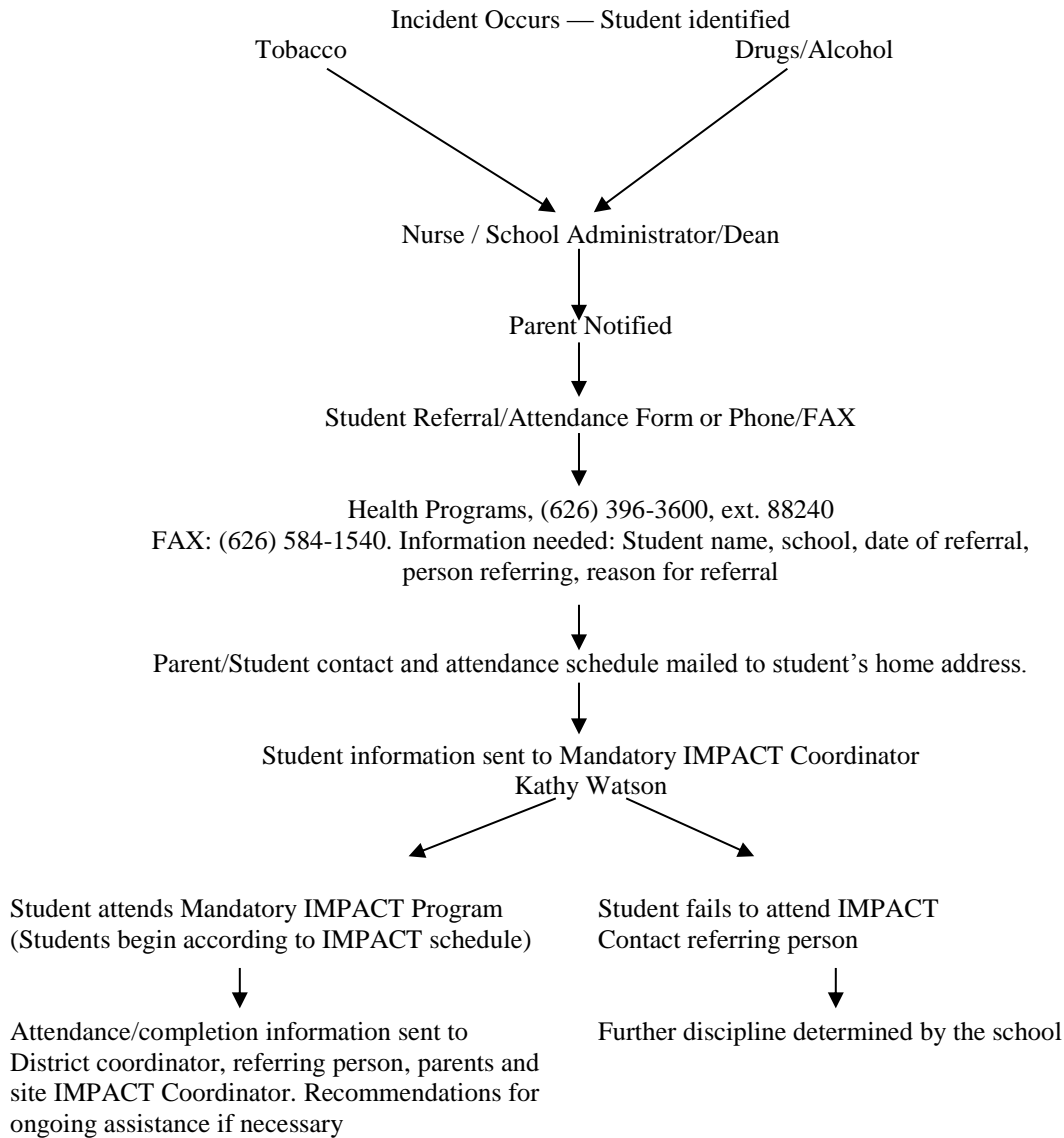
Note: The school district recognizes that Bullying is an issue that aggressively needs to be addressed in our schools. District staff will use all resources available within California Education Code and beyond to ensure that all students are secure and respected.

Note: Police may cite and/or arrest students who commit criminal acts in violation of the Penal Code.

MANDATORY IMPACT FOR SUBSTANCE ABUSE VIOLATIONS
Health Programs

Wednesdays, 4:30 p.m. - 7:30 p.m.
 Must complete 5 sessions (15 hours)
NO excuses for work, athletics, etc.
 Location:
 Rose City High School
 325 S. Oak Knoll Street, Room 25

COMMUNICATION



SURVEYS

PERSONAL BELIEFS—EC 51513, 20 USC 1232(h)

Anonymous, voluntary and confidential research and evaluation tools to measure student’s health behaviors and risks, including tests, questionnaires, and surveys containing age-appropriate questions about the student’s attitudes and practices relating to sex, family life, morality, and religion may be administered to students if the parent is notified in writing that 1) this test, questionnaire, or survey is to be administered, 2) the student’s parent is given the opportunity to review the test, questionnaire, or survey, and 3) the parent consents in writing.

Note: EC 51938(b) allows for passive consent when measuring students’ health behaviors and risks, including attitudes and practices relating to sex, for students in grades 7 to 12.

TECHNOLOGY SAFETY ACCEPTABLE USE POLICY FOR STUDENTS

The Board of Education recognizes that the Technology, Assessment and Accountability (TAA) Department's resources (computers, mobile devices, network access, computer and network applications) provide a wide variety of opportunities to achieve educational goals and objectives. Access to this vast range of resources should be used in a safe, responsible and proper manner in support of the instructional program and for the advancement of student learning.

The District's Acceptable Use Policy ("AUP") is to prevent unauthorized access and other unlawful activities by users online, prevent unauthorized disclosure of or access to sensitive information, and to comply with the Children's Internet Protection Act ("CIPA"). As used in this policy, "user" includes anyone using the computers, Internet, email, chat rooms and other forms of direct electronic communications or equipment provided by the District (the "network"). Only current students or employees are authorized to use the network.

The District will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, and harmful to minors over the network. The District reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of District property, network and/or Internet access or files, including email.

Acceptable Uses of the PUSD Computer Network or the Internet

Schools must verify each year that students using the computer network and Internet access for that school year have a signed AUP on file. The Acceptable Use Policy and signature page is found in the Parent/Student Handbook and on-line on the District website. Students who are under 18 must have their parents or guardians sign this page and schools must keep it on file. Once signed, that permission/acknowledgement page remains in effect until revoked by the parent, or the student loses the privilege of using the District's network due to violation of this policy, or is no longer a PUSD student. Employees and other users are required to follow this policy.

Even without signature, all users must follow this policy and report any misuse of the network or Internet to a teacher, supervisor or other appropriate District personnel. Students shall use the District's Network responsibly and primarily for educational purposes. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a teacher, supervisor or other appropriate District personnel.

Unacceptable Uses of the Computer Network or Internet

These are examples of inappropriate activity on the District web site, but the District reserves the right to take immediate action regarding activities (1) that create security and/or safety issues for the District, students, employees, schools, network or computer resources, or (2) that expend District resources on content the District in its sole discretion determines lacks legitimate educational content/purpose, or (3) other activities as determined by the District as inappropriate.

- Violating any state or federal law or municipal ordinance, such as accessing or transmitting pornography of any kind, obscene depictions, harmful materials, materials that encourage others to violate the law, confidential information or copyrighted materials;
- Criminal activities that can be punished under law;
- Selling or purchasing illegal items or substances;
- Obtaining and/or using anonymous email sites; spamming; spreading viruses;
- Causing harm to others or damage to their property, such as:
 1. Using profane, abusive, or impolite language—posting, submitting, publishing or displaying harmful or inappropriate matter that is threatening, obscene, disruptive or sexually explicit, or that could be construed as harassment or disparagement of others based on their race/ethnicity, national origin, sex, gender, sexual orientation, age, disability, religion, or political beliefs.
 2. Deleting, copying, modifying, or forging other users' names, emails, files, or data; disguising one's identity, impersonating other users, or sending anonymous email;
 3. Damaging computer equipment, files, data or the network in any way, including intentionally accessing, transmitting or downloading computer viruses or other harmful files or programs, or disrupting any computer system performance;
 4. Using any District computer to pursue "hacking," internal or external to the District, or attempting to access information protected by privacy laws; or
 5. Accessing, transmitting or downloading large files, including "chain letters" or any type of "pyramid schemes".
- Engaging in uses that jeopardize access or lead to unauthorized access into others' accounts or other computer networks, such as:
 1. Using another's account password(s) or identifier(s);
 2. Interfering with other users' ability to access their account(s); or
 3. Disclosing anyone's password to others or allowing them to use another's account(s).

- Using the network or Internet for Commercial purposes:
 1. Using the Internet for personal financial gain;
 2. Using the Internet for personal advertising, promotion, or financial gain; or
 3. Conducting for-profit business activities and/or engaging in non-government related fundraising or public relations activities such as solicitation for religious purposes and/or lobbying for personal political purposes.

Student Internet Safety

1. Students under the age of 18 should only access PUSD accounts outside of school if a parent or legal guardian supervises their usage at all times. The student’s parent or guardian is responsible for monitoring the minor’s use;
2. Students shall not reveal on the Internet personal information about themselves or other persons. For example, students should not reveal their name, home address, telephone number, or display photographs of themselves or others;
3. Students shall not meet in person anyone they have met only on the Internet; and
4. Students must abide by all laws, this Acceptable Use Policy, and all District security policies.

Penalties for Improper Use

The use of a District account is a privilege, not a right, and misuse will result in the restriction or cancellation of the account. Misuse may also lead to disciplinary and/or legal action for both students and employees, including suspension, expulsion, dismissal from District employment, or criminal prosecution by government authorities. The District will attempt to tailor any disciplinary action to the specific issues related to each violation.

Disclaimer

The District makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs, or other obligations arising from use of the network or accounts. Any additional charges a user accrues due to the use of the District’s network are to be borne by the user. The District also denies any responsibility for the accuracy or quality of the information obtained through user access. Any statement, accessible on the computer network or the Internet, is understood to be the author's individual point of view and not that of the District, its affiliates, or employees.

HELPFUL TIPS AND RESOURCES

We encourage you to talk with your son or daughter about the potential danger of the Internet. Ask if they have an account with Twitter, Facebook, Instagram or similar web sites. If your child is using such a site with your permission, you may want to review his or her profile to ensure that no personal and identifiable information has been posted.

We also encourage you to establish rules and guidelines to ensure the safety of your child while on the Internet. Some Web sites offer parental or family guidance for Internet safety; for example, SafeKids.com, located online at <http://www.safekids.com>, Web Wise Kids, located online at <http://www.webwisekids.org>, and CommonSenseMedia.org, located online at <http://www.common SenseMedia.org>. The Pasadena School District will continue to provide Internet security within our schools. It is important that parents also monitor Internet use at home.

VICTIM OF A VIOLENT CRIME – 20 USC 7912

A student who becomes a victim of a violent criminal offense while in or on the grounds of a school that the student attends, has the right to transfer to another school within the district. The District has 14 calendar days to offer students the option to transfer. For more information, please contact the **Office of Child Welfare, Attendance and Safety, (626) 396-3600 ext. 88230.**

PESTICIDES/ ASBESTOS

Dear Parent or Guardian,

The Healthy Schools Act of 2000 requires all California school districts to provide to parents and guardians the approved list of pesticides intended for use for the school year 2014-2015. The State of California Department of Pesticide Regulations has a web address: www.cdpr.ca.gov; click on School IPM Program if you have any questions/concerns regarding Assembly Bill 2260, Healthy Schools Act 2000, or the pesticides listed below.

Approved List of Pesticides intended for use at Pasadena Unified School District for the School Year 2015-2016

Product Name	Active ingredient	Type of Pesticide	Target Pest
Round up Pro	Glyphosate	Herbicide	Unwanted plants (weeds)
Princep Caliber 90	Simazine	Herbicide	Unwanted plants (weeds)
Montar	Sodium Cacodylate - Dimethylarsinic acid	Herbicide	Unwanted plants (weeds)
*Ronstar G	Oxadiazon	Herbicide	Unwanted plants (weeds)
Reward	Diquat Dibromide	Herbicide	Unwanted plants (weeds)
Pendulum	Pendimethalin	Herbicide	Unwanted plants (weeds)
Surflan	Oryzalin	Herbicide	Unwanted plants (weeds)
Powerzone	Dicamba Mcpp	Herbicide	Clover (Attracts Bees)
Turflon	Triclopyr	Herbicide	Unwanted plants
Manage	Halosulfuron	Herbicide	Unwanted plants (weeds)
MSMA +6	Monosodium Acid methanearsenate	Herbicide	Unwanted plants (weeds)
Corsair	Chlorsulfuron	Herbicide	Unwanted plants (weeds)
Termidor	Fipromil	Insecticide	Unwanted insects
Vanquish	Dicamba	Herbicide	Unwanted plants (weeds)
Phantom	Chlorfenapyr	Insecticide	Unwanted insects
Maxforce – Gel	Fipronil and Hydramethylnon	Insecticide	Unwanted insects
Maxforce Roach station	Fipronil and Hydramethylinon	Insecticide	Unwanted insects
Maxforce Ant Station	Hydramethylnon	Insecticide	Unwanted insects
Pre-Cor	Methoprene	Insecticide	Unwanted insects
CB-80 Extra	Pyrethrins	Insecticide	Unwanted insects
Cynoff	Cypermethrin	Insecticide	Unwanted insects
Cy-Kick (crack/crevice)	Cyfluthrin	Insecticide	Unwanted insects
Demand cs	Lambda Cyhalothrin	Insecticide	Unwanted insects
Dragnet SFR	Permethrin	Insecticide/termiticide	Unwanted insects
Masterline	Bifenthrin	Insecticide	Unwanted insects
Tim-bor	Disodium octaborate tetrahydrate	Insecticide/fungicide	Unwanted insects/fungi
Contra-Bloc	Bromadiolone	Rodenticide	Unwanted rodents
Archer-IGR	Pyridine	Growth regulator	Slow plant growth
Gentrol-IGR	Hydroprene	Growth regulator	Slow plant growth
Agrevo	Deltamethrin	Insecticide	Unwanted insects
Fumitoxin	Aluminum phosphide	Rodenticide	Unwanted Rodents
Ramik Green	Diphacinone	Rodenticide	Unwanted Rodents
*Resmethrin	Resmethrin	Insecticide	Unwanted insects
Tempo	Cyfluthrin	Insecticide	Unwanted roaches
ULD BP 300	Pyrethrins, Piperonyl butoide, N-octyl bicycloheptene dicarboximide	Insecticide	Unwanted insects
Premise 75	Imidacloprid	Insecticide/Termiticide	Unwanted insects
Drax Ant Bait Gel	Orthoboric acid	Insecticide	Unwanted insects
Pre-empt Gel bait	Imidacloprid	Insecticide	Unwanted Insects
Bora-care	Disodium octaborate tetrahydrate	Termiticide/insecticide/fungicide	Unwanted insects and fungus
Talstar	Bifenthrin	Termicide/Insecticide	Unwanted termites and insects
Revolver	Foramsulfuron	Herbicide	Unwanted plants (weeds)

- Prop 65 listed

The Pasadena Unified School District maintains and annually updates its management plan for asbestos-containing material in school buildings. For a copy of the asbestos management plan, please contact the Facilities Department at 626-396-5850.